D - Directors & Coordinators

10 - Minutes of Administrative Group

b - 1977 - 1981 (end)

H. Sherwin - Walcott

MASSACHUSETTS GENERAL HOSPITAL 7/7/77 accepted
SCHOOL OF NURSING

Minutes of Administrative Meeting

DATE: June 23, 1977

TIME: 9:00 a.m. - 12:10 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin R. Tierney

AGENDA:

I. Minutes of June 16, 1977 meeting not available as yet.

II. Announcements

A. Job descriptions for secretary to D. Mahoney, Librarian, Associate Librarian and Assistant Librarian have been completed and distributed. Job description for the Media Consultant was reviewed and will be distributed.

III. Reports

A. Dr. M. Fleming will report on the study he conducted on Student Reactions to Death at the July 11th Executive Committee meeting.

IV. Old Business

A. Brief discussion of Legislation regarding the handicapped; our need to identify the type of student who can meet the requirements of the program and to determine if there is a need to modify the program for those who could meet the requirements.

ACTION: R. Tierney will follow up with Board of Registration in Nursing for related information.
Y. Mamone will follow up with MGH personnel regarding policies for employing the handicapped. Safety policies will be considered. After the data has been collected a meeting will be held for preparation of a statement.

B. A large portion of the meeting was devoted to continued review and update of the Student Resignation Form. Revisions were completed.

ACTION: Form unanimously approved for use by students leaving the Program. Further discussion is needed regarding a form for students leaving with prearranged plans for return.

C. Vacation and other time away days for Summer and Fall for Coordinators and some faculty and staff were shared to assure school coverage during that time.

N. Petzold - Vacation 7/18 - 8/15 or 16, meeting 9/29-30, long weekend in October and possible AHA meeting during last week of August.
H. Sherwin - Vacation several days in week of 6/27 and 8/1 - 8/29.
A. Brady - Vacation and/or NLN Business during last week of September and all of October.
R. Tierney - Vacation 8/1 - 9/6, MNA Conn. 10/12-14, National Conference on Continuing Education 10/30-11/3.
D. Mahoney - Vacation 7/25 , 26 and 8/1 - 8/19, meeting 9/29-30 and 11/7-9.
Y. Mamone - Vacation 7/25-8/12 and Long Labor Day Weekend.

IV. Old Business

C. Vacations (Continued)

SPS

C. Reynolds - Vacation 8/1 - 8/17.
B. Kilcoyne - Off Fridays in July and August.
L. Kiely - Vacation 7/21 - 7/29.
A. Fitzgerald - Vacation 8/8 - 8/35.
J. O'Donnell - None.
L. Shannon - Occasional day in August, vacation in October.
D. Steivater - Vacation 8/13 - 8/20.
M. Boulanger - Occasional day.

OTHER

F. White - Vacation 7/4 - 7/8, Long Weekend in August and September, October 10 - 31.
A. Soraghan- Vacation, one week in August.
C. Chandler- 2-3 weeks in August.

SECRETARIAL

B. Fitch - Vacation 6/28, 29 and during October.
M. Bocchino - None.
M. Vogel - Vacation a few days in August and 10/10 - 10/14.
P. Galvin - Mondays from 7/11 - 8/29.
E. Yoffe - Vacation 1 week in late August or September.
M. Healy - Possible occasional day in August.
C. Fitzpatrick - None.

V. New Business

A. Old individual student Profile Books.
ACTION: Unanimous support that these be discarded.

B. A questionnaire about Recruitment of staff has been received from August Medical Complex in Georgia.
ACTION: Y. Mamone and D. Mahoney will complete and return it.

C. Concern was expressed about the delay submitting of course grades to recording secretary.
ACTION: Coordinators will remind faculty to abide by 2 weeks time limit and get grades in as soon as possible (especially failing grades).

VI. Future Agenda - ongoing for afternoon meeting.

Respectfully submitted,

D. Mahoney
Secretary Pro-Tem

DM:mjb
6/28

V. New Business

A. Evaluation Committee (Continued)

3. Specific items on the Questionnaire were discussed.
   a. Y. Mamone suggested that the questions related to salary should specify weekly salary. It was also suggested that the gross weekly salary should be requested.
   b. R. Tierney suggested that an item or items be included in which the graduate will have an opportunity to rate himself.
   c. N. Petzold suggested that the Evaluation Committee become involved in developing a system whereby the on-going evaluation of the School could be documented in a concise manner. An example might be the accomplishments, etc. of faculty committees.

B. Contracts with Cooperating Agencies for 1977-78.

1. The contract with B.L.I. has been completed.
2. The contract with Shriners is in process. J. Vaccarino is reviewing the recently received contract.
3. The contract with the Massachusetts Eye and Ear Infirmary will be completed in mid summer.
4. The contract with Ambulatory Care is in process.
5. The contract for Pediatrics at the Massachusetts General Hospital is in process.
6. D. Mahoney has or will send letters to other agencies.
7. The contract with McLean Hospital and Lindemann Center are in process.
8. The Operating Room requests have been forwarded to T. DiMaggio.
9. A meeting will be planned with the Massachusetts Rehabilitation Hospital when more information is available.
10. The possibility of utilizing the Cox Cancer Research Center is being explored for the Nurses Role in Ambulatory Health Care rotation.

C. Job Descriptions

1. A revision of the description for the secretary to D. Mahoney has been completed.
2. The position description of secretary to the Director, PDL, and Instructional Resources Center will be revised.
3. The position description of secretary to A. Brady will be revised.
4. A description for the position of Associate Librarian is in process.
5. The description for the Media Consultant is in process.
6. The description for the Recording Secretary will be revised.
7. The position description for M. Bellanger will be rewritten.
8. The revisions for the position descriptions for Counselor, Chairman of Student Health Clinic, and Supervisor of Residences are in process.

D. Distribution of Minutes

1. Some discussion took place about the proliferation of some duplicated materials such as minutes, etc. It was agreed that the Committee in Duplicating Materials will review secretarial typing assignments and lists of faculty and staff who should receive minutes, etc.

VI. Next Meeting

A. June 16, 1977 - 1:30 p.m. - 4:00 p.m.

Respectfully submitted,

Yolanda H. Mamone
Secretary Pro Tem

YHM:mjb

7/7/77 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting

DATE: Thursday, June 16, 1977

TIME: 9:15 a.m. - 12:30 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin R. Tierney

GUEST: T. Powers

AGENDA:

I. Minutes of May 4, 1977 were accepted as circulated.

II. Announcements
A. N. Petzold circulated copies of a letter to "Students and Parents" regarding the increased costs in tuition, room, and fees.

III. Reports
A. None

IV. Old Business
A. Telephone Installation for M. Bellanger.
1. The secretarial phone answering system was reviewed. Concern was raised over the situation which occurs when the secretary to D. Mahoney is not in her office. Ten phones may go unanswered. A. Brady mentioned that there are times when the phone of L. Fleming goes unanswered. There may be the possibility of having some connection of that line to the secretary of H. Sherwin.
a. Y. Mamone and D. Mahoney will discuss the matter further and agree on an appropriate plan.
ACTION: Tabled
2. Discussion continued regarding the continued high costs of message units on some lines.

V. New Business
A. Evaluation Committee
1. T. Powers, Chairman of the Committee on Evaluation reported on progress in exploring the advisability of computerizing the Employer Questionnaire for Graduate Performance Study and the Graduate Questionnaire.
2. N. Petzold reported on her discussion with Dr. Gilbert of Harvard Computer services who has reviewed our needs and given an annual cost estimate of $350.00.

R. Tierney recommended we continue to pursue the possibility of utilizing Computer Services.
ACTION: Unanimously supported.
It was further agreed if the questionnaires are computerized the costs will be charged to the Test Fee Fund.

Review of job descriptions (cont.)

2. For the position just vacated by Paulette Martin: Miss Petzold reread the list of those responsibilities.

3. Residence Head: The group made further suggestions to a revision proposed by Y. Mamone, who will put it in final form and have it mimeographed. A vacancy at Bartlett Hall will exist at the end of July.

4. Review of positions of other secretaries is due.

B. Request for clarification of policy when heavy snow or other weather emergency interferes with keeping appointments: After some discussion, it was agreed that this is treated on an individual basis and according to hospital and school policy. Coordinators do need to keep in touch with each other.

C. Anticipated vacancies of faculty in 1977-1978: Miss Petzold briefly reviewed these with the several Coordinators.

D. Projected plans for faculty and secretarial positions in the new program: Miss Petzold briefly reviewed these as suggested several years ago, for the year before students are admitted to the program, and before there is income from tuition and fees. (This year is expected to overlap with the last year of the current program.) The group made suggestions and discussed them.

VI: Next meeting: Thursday, June 16, 1977, all day, beginning at 9:00 a.m.

Helen Sherwin
Acting Secretary

HS:BF

H. Sherwin

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

6/16/77 accepted

Minutes, Administrative Meeting

DATE: Wednesday, May 4, 1977

TIME: 2:00 p.m. - 4:45 p.m.

PLACE: Ruth Sleeper Hall, first floor conference room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney.

I: Minutes of March 4, 1977 were accepted as distributed.

II: Announcements:

A. Trustees have not yet acted on the recommendation for increased tuition and fees in 1977-1978.

B. From the recent meeting of Department Heads, Miss Petzold reported concern over the increased deficit in the hospital budget.

III: Reports: None

IV: Old Business:

A. Budget for 1976-1977: Miss Petzold briefly reviewed with the Coordinators the current state of specific items requested earlier.

B. Budget requests for 1977-1978: The mechanical forms adopted this year worked out well for Miss Petzold, and apparently presented no problems for the Coordinators in preparing the requests.

Miss Petzold presented some comparison of 1976-1977 figures as actually spent to date, with 1977-1978 requests and with the amounts projected by the Accounting Department with a built-in inflation factor. Her examples referred to specific areas: Student Health Clinic, residences, and so on.

The capital expense budget includes photocopier for library, 4 stoves for Bartlett Hall and 3 refrigerators, some carpet replacement for 20 Charles Street, some new furniture and some reupholstering of furniture in Bartlett Hall and Walcott House Living Rooms, shelvind and typewriter and better lighting for Palmer-Davis Library, TV monitor and camera for Audiovisual Center.

V: New Business

A. Review of job descriptions:

1. For secretary to H. Sherwin: The group made further suggestions to a revision proposed by H. Sherwin, who will incorporate these in an edition to be mimeographed before the vacancy about to be created by Mrs. Galvin's promotion is filled.

VI. Agenda for next meeting - June 23, 1977

A. Complete student resignation form.
B. Complete plan for Faculty Orientation Program.
C. Update costs statement.
D. Review administrative and office staff absence - June through November.
E. Residence on-call.

Respectfully submitted,

Audrey R. Brady
Secretary, Pro-Tem

ARB:mjb
6/27/77

7/7/77
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting

DATE: Thursday, June 16, 1977

TIME: 1:30 - 4:00 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin
R. Tierney

AGENDA:

I. Approval of minutes
A. None

II. Announcements
A. N. Petzold gave a progress report on utilization of some of the budgeted funds during the current school year.

III. Reports
A. None

IV. Old Business
A. None

V. New Business
A. The statement of Philosophy as voted by the general faculty at their last meeting was reviewed for editorial and grammatical correction before being submitted to the typist.
ACTION: It was agreed that M. Bocchino will cut the stencil and will circulate copies to R. Tierney for inclusion in the faculty manual at the time of the next revision. The new statement will appear in the catalog currently under revision.

B. Faculty Orientation
The Committee discussed plans for the Orientation Program for new faculty tentatively scheduled for August 30, 1977. Some issues raised were:
1. Should the sessions be scheduled at an earlier or later date?
2. Should orientation be offered in a series of meetings?
3. What actual information does the faculty need immediately and what information can be delayed?
ACTION: No decisions were reached. It was agreed to pursue the matter further at the next Administrative Meeting. In preparation for this discussion:
1. Coordinators will review previous orientation programs.
2. R. Tierney will circulate a copy of the information currently included in the Orientation Program.

C. The remainder of the meeting was devoted to update and revision of the Student Resignation Form.
ACTION:
1. Update introductory statement.
2. Delete item B and G.
3. Add to bottom of form a reminder statement for students to sign release form, clean locker and return residence key for refund.
4. To be continued at the next meeting, financial record statement.

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting

DATE: Thursday, February 10, 1977

TIME: 1:15 p.m. - 3:30 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: B. Peterson, presiding, A. Brady, D. Mahoney, Y. Moreno, S. Sherwin, R. Tile
D. Tierney

AGENDA

I. Minutes of Previous Meeting

A. The minutes of January 13, 1977 were accepted with the following changes.
1. Page 1, V. A. - change "Dorothy" to "Dorothea"
2. Page 1, V. B. 2. - change "L. Hopeman" to "D. Hopeman"
B. The minutes of January 31, 1977 were accepted as circulated.

II. Announcements

A. The Operating Room Instructors' office has been moved to another area on Wellcott 3 A.

III. Reports

A. N. Petrold reported on a recent incident regarding a student who signed up to work nights as a Nurses Aid and after signing in she did not report to work. The Department of Nursing and Security became involved and contacted N. Petrold. N. Petrold talked with the student and she will write to her documenting the incident and our concern. She will also be referred to Student Personnel Services.

IV. Old Business

A. The distribution of overall secretarial responsibilities and work load was further reviewed in detail. In an attempt to decrease job responsibilities for the position made vacant by Mrs. Totle's transfer to School Secretary (previously S. Kresge) position.
Discussion regarding various tasks in workload ensued. These will be considered when redistributing responsibilities.
Action: D. Tierney will plan for some changes with Paulette Martin. He will also review the plans for the new position (vacated by Mrs. Totle) with T. Hanson before submitting request to Personnel.
B. The three sets of Curriculum Minutes which need to be typed will be distributed to three different secretaries as a temporary arrangement.

V. New Business

A. None

VI. Future Agenda

A. Next Meeting - Friday, March 4, 1977 from 1:00 p.m. to 3:00 p.m.

Respectfully Submitted,

Dorothy Mahoney
Secretary, Pro-Tem

DMahoney
2/23/77

H. Sherwin

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

3/4/77 accepted

Minutes of Administrative Meeting

DATE: Thursday, February 10, 1977

TIME: 1:15 p.m. - 3:30 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding, A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tie R. Tierney

AGENDA

I. Minutes of Previous Meeting
   A. The minutes of January 13, 1977 were accepted with the following changes.
      1. Page 1, V, A, - change "Records" to "Curriculum"
      2. Page 1, V, B, 1, - change "J. Koppenaal" to "G. Koppenaal"
   B. The minutes of January 31, 1977 were accepted as circulated.

II. Announcements
   A. The Operating Room Instructors' office has been moved to another area on ~~Walcott~~ White 3 A.

III. Reports
   A. N. Petzold reported on a recent incident regarding a student who signed up to work nights as a Nurses Aid and after signing in she did not report to work. The Department of Nursing and Security became involved and contacted N. Petzold. N. Petzold talked with the student and she will write to her documenting the incident and our concern. She will also be referred to Student Personnel Services.

IV. Old Business
   A. The distribution of overall secretarial responsibilities and work load was further reviewed in detail in an attempt to determine job responsibilities for the position made vacant by Mrs. Yoffe's transfer to School Secretary (previously S. Krouscup) position.
   Discussion regarding various peaks in workload ensued. These will be considered when redistributing responsibilities.
   Action: R. Tierney will plan for some changes with Paulette Martin. He will also review the plans for the new position (vacated by Mrs. Yoffe) with Y. Mamone before submitting request to Personnel.
   B. The three sets of Curriculum Minutes which need to be typed will be distributed to three different secretaries as a temporary arrangement.

V. New Business
   A. None

VI. Future Agenda
   A. Next Meeting - Friday, March 4, 1977 from 1:00 p.m. to 3:00 p.m.

Respectfully Submitted,

Dorothy Mahoney
Secretary, Pro-Tem

DM:pjm
2/15/77

2. Y. Mamone reported that there has been concern expressed by resident students regarding the use of marajuana in the Residences. Y. Mamone, L. Shannon, N. Montagnino-Gemza, and C. Reynolds will meet with the students of the floor which was identified by certain students. The meeting will take place on January 31, 1977 on Bartlett Hall Roof, at 5:30 p.m.
3. It was recommended that the action taken at this meeting be reported to the Executive Committee on February 7, 1977.
   Action: Unanimously supported.

VI. Future Agenda

A. Next Meeting - Thursday, February 10, 1977 from 1:00 p.m. to 3:00 p.m.

Respectfully Submitted,

Yolanda M. Mamone
Secretary, Pro-Tem

YMM:pjm
2/8/77

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

H. Sherwin

Minutes of Administrative Meeting

2/10/77 accepted

DATE: Monday, January 31, 1977

TIME: 12:15 p.m. - 1:15 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, Y. Mamone, H. Sherwin, and R. Tierney

ABSENT: D. Mahoney

AGENDA

I. Minutes - tabled

II. Announcements - tabled

III. Reports - tabled

IV. Old Business - tabled

V. New Business

A. Students

1. Y. Mamone reported that a student in the Residence has recently abused the Drug Policy. The incident was reiterated. The student was cautioned for a first offense in March 1, 1976 regarding violation of the Drug Policy. It was further reported by Y. Mamone that a therapeutic plan has been recommended by Dr. Keller. The therapeutic plan includes that the student have a minimum of one appointment weekly with a psychiatrist for the next 3-4 weeks. After the course of therapy, Dr. Keller will consult with the psychiatrists regarding any further therapeutic plan which might be ordered for the student. It is Dr. Keller's recommendation that the student's remaining in the program be contingent upon the student's following through in the recommended therapeutic plan(s). Discussion ensued regarding the gravity of this situation in reference to the student's well being, safety of patients, residences, graduation, and eligibility for licensure and past offenses.
It was recommended that Dr. Keller's recommendation be supported. Additionally it was stipulated that the student should receive a second letter of caution documenting the severity of the offense and serious concern for the student's status in the program. The letter should emphasize that a third abuse of the Policy or incidents which are similar will necessitate expulsion from the program and residence.
Action: Unanimously endorsed.
Y. Mamone will write the letter to the student. She will discuss the Policy, procedure, and action taken with the individual student and hand deliver the letter to her.
It was further recommended that a memoranda be enclosed in the student's educational file stating that the student's continuing in the program is contingent upon following through on a prescribed course of treatment.
Action: Unanimously endorsed.

C. Space Utilization in Walcott - (See Reports III, A)

1. The committee discussed usage of rooms 323 and 324 when combined.
   Action: It was agreed that the room would be used as a conference, seminar room. It will be booked through the regular school channels. When not booked it may be utilized by students or staff as a lounge area.
2. Marking of rooms to designate purpose
   Action: It was agreed that it would be desirable to have rooms labelled to indicate utilization. R. Tierney and L. Shannon will plan for the marking of offices, conference rooms and other areas of school space in Walcott.

D. Open House - Saturday, January 15, 1977
The question was raised about the management of the plan for Open House if the storm warnings materialize.
Action: It was agreed to proceed with Open House as scheduled even in the event of a storm since notification of possible guests of postponement would be difficult.

E. Secretarial Workload

1. N. Petzold announced that S. Krouscup has resigned and will leave on Friday, January 14, 1977. E. Yoffe has been appointed to replace her. The remainder of the meeting was devoted to consideration of secretarial job revisions and reassignment of responsibilities.

F. Capital Expense Budget
N. Petzold reported briefly on the approved budget. The simulated O.R. was approved and the Media Consultant position was also approved. The clerk-typist position was not approved.
Action: Unfinished. Discussion to be continued at the next meeting.

VI. Future Meetings

A. Tuesday, January 25, 1977
B. Thursday, February 10, 1977

Respectfully submitted,

Audrey R. Brady
Secretary, Pro-Tem

ARB:pjm
1/18/77

H. Sherwin
2/10/77 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting

DATE: Thursday, January 13, 1977

TIME: 10:00 a.m. - 12:30 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

AGENDA

I. Minutes of Previous Meeting
   A. The minutes of December 17, 1976 were accepted as circulated. (See New Business).

II. Announcements
   A. H. Sherwin reported on a student's lack of progress in meeting the objectives of the Mental Health Nursing Course.

III. Reports
   A. N. Petzold reported on the decision of the Planning Board concerning space utilization on Walcott 3.
      1. Rooms on the East Wing totalling 18 will be allocated to designated hospital groups (Lawyers, Professional Billing).
      2. Rooms will include the present second floor kitchen.
      3. The furniture needs to be removed promptly so that renovation will be complete by the move in date of March 15, 1977.
      4. The wall between rooms 323 and 324 will be broken down to provide a large conference room. These rooms are among the third floor rooms which will continue to be utilized by the school of nursing.
      5. The possible use of faculty restrooms for overnight guests in an emergency remains unfinished business.
      6. The third floor student lounge will move to room 204 next to the kitchen.

IV. Old Business
   A. None

V. New Business
   A. The minutes of December 17, 1976, page 2, V, New Business were discussed.
      Action: It was agreed that the new statement about the provision of transcripts to graduating students will be added to the ~~"Records"~~ Curriculum (Transcript Info) section of the faculty manual.
   B. Due to the need to meet a registration deadline, H. Sherwin requested that the group consider a travel request at its meeting today.
      1. J. Koppenaal has requested $400 to attend a national Psychiatric nursing conference in San Francisco.
         Action: 1. Request approved.
                 2. Action will be reported at the next meeting of the Executive Committee.

H. Sherwin - Wal

7/1/77 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Administrative Meeting

DATE: June 23, 1977

TIME: 1:15 p.m. - 4:15 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney.

ABSENT: None

AGENDA: Continued from A.M. session

I. New Business
   A. Review of Section IV (Policies on Costs and Charges) of the Faculty Manual.
      1. Information Relative to Students Meeting School Financial Obligations
         a. Cost of manuals to include a specific statement that the prices are subject to change and the student is responsible for increased costs.
         b. Delete statement on School Pin.
            In addition, students to receive a written statement regarding the purchasing of a School Pin and a form for the student to order a pin. The form to include the statement of the charges being subject to change and that the student is responsible for charges as determined by the vendor.
         c. A statement worded "Other incurred school related costs." to be added to both sections A & B with a direct reference to students being responsible for increased costs.
         d. Opening statement of the policy to include referring the students to other statements of policy including: Charges for the School Year; Refund Policy; and Charges for Students with Irregular Programs. Also, the student should be directed to see the Financial Aid Officer for data about financial assistance.
         e. Exception for full payment - Y. Mamone introduced, for discussion, the possibility of not offering deferred payments to first term freshmen students. Discussion ensued supporting the present statement that the Financial Aid Officer has the authority to approve deferred payments and developing guidelines for "unusual and extenuating circumstances."
            Paragraph revised on exception for full payment:
            Students who do not remit the full amount on registration day and who have not had an approved deferred payment plan will not be eligible to register for the term. Under certain unusual and extenuating circumstances the Financial Aid Officer has the authority to approve a deferred payment schedule. Individual students who wish to be considered for deferred payment should contact, in person, the Student Financial Aid Officer to discuss and, if eligible, draw up a payment schedule.

I. New Business

A. Review of Section IV of Faculty Manual

1. Information Relative to Students Meeting School Financial Obligations (Continued)

f. Revised statement (II) to read:
Students who have not met financial obligations on specified dates, and who have not made further specific plans with the Student Financial Aid Officer, will not be permitted to continue in the learning experiences offered by the School or to use the resources and facilities of the School. Transcripts, letters of reference, and diploma are provided only for those who have met all financial obligations.

g. Course exemption info unchanged except to delete the word "full".

h. Asterik at bottom of policy to indicate prices are subject to change and the student is responsible for charges as determined by the vendor.

ACTION: Edited and revised policy to be further reviewed by Administrative Group.

B. Course Charges (1977-1978)

1. Course charges for 1976-1977 were reviewed and discussion of increasing charges per course (or units of course) proportionately utilizing the increased tuition fees for 1977-1978 took place.

ACTION: To be continued at the next Administrative Meeting.

C. Refund Policy for Students

1. Y. Mamone discussed the possibilities of moving to a 10-week refund policy (suggested by P. Burling for the School's consideration) to replace the current 4-week refund policy. The extended refund policy per term would be as follows:

1st week	100%	6th week	25%
2nd week	80%	7th week	20%
3rd week	60%	8th week	15%
4th week	40%	9th week	10%
5th week	30%	10th week	5%

The Freshman Registration Fee of $100.00 is not refundable. The $100.00 would be deducted prior to computing the refund.

ACTION: Supported by the Administrative Group and to be presented to the Executive Committee on 6/27/77.

2. Y. Mamone introduced the possibility, under present legislative regulations, of charging an administrative fee of $100.00 for all students who withdraw from the School during the first ten weeks of the term.

ACTION: The Administrative Group supported the principle of the administrative fee. To be presented at Executive Committee Meeting with some clarifications by Y. Mamone following communication with the HEW office in Boston.

III. Agenda and Next Meeting.

A. The next meeting is scheduled for Thursday, July 7, 1977 from 9:00 a.m. to 4:00 p.m.

B. Agenda - Ongoing

1. Revised - Student Meeting Financial Obligations
2. Breakdown of Course Charges.

Respectfully submitted,

Richard Tierney
Secretary, Pro-Tem

RT:mjb
6/30/77

MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING

INFORMATION RELATIVE TO STUDENTS MEETING SCHOOL FINANCIAL OBLICATIONS

Students enrolling in the School of Nursing are responsible to be aware of the information listed below which specifies conditions of payment and possible credits related to student accounts. Students are advised to acquaint themselves with other statements of policies which include: charges for the chool ear; Withdrawal/Refund Policy; and charges for students with Irregular Programs. Data related to financial assistance should be obtained from the Student Financial Aid Officer.

I Payment Schedule of Student Accounts

Students are billed under a two-term payment plan.

A. On the first term Registration Date, students in each class are responsible to pay in full the following:

1. One half total tuition charge for the year.

2. One half total charge for fees.

3. One half total room charge for resident students.

4. One half total charge Blue-Cross/Blue-Shield.

*5. Cost of manuals (freshman students only).

*6. Key deposit--(resident freshmen students and/or new resident students only).

*7. Other incurred school related costs.

B. On the second term Registration date, students in each class are responsible to pay in full the following:

1. One half the total tuition charge for the year.

2. One half total charge for fees.

3. One half total room charge for resident students.

4. One half total charge of Blue-Cross/Blue Shield.

*5. Other incurred school related costs.

C. Exception for full payment

Students who do not remit the full amount on Registration Day and who have not had an approved deferred payment plan will not be eligible to register for the term. Under certain unusual and extenuating circumstances, the Financial Aid Officer has the authority to approve a deferred payment schedule. Individual students who wish to be con-

sidered for deferred payment should contact, in person, the Student Financial Aid Officer to discuss and, if eligible, draw up a payment schedule.

II. Students Not Meeting Financial Obligations

A. Students who have not met financial obligations on specified dates, and who have not made further specific plans with the Student Financial Aid Officer, will not be permitted to continue in the learning experiences offered by the School, or to use the resources and facilities of the School. Transcripts, letters of reference, and diplomas are provided only for those who have met all financial obligations.

III. Charges and Credits in the Event of Course Exemption(s)

A. Students granted course exemptions for the first and/or second term will have the specified course charge less the service charge credited to the second term bill, and the total charges will be adjusted accordingly.

Exception: When it is possible for the faculty members involved to review the necessary data (furnished by the student) and to grant a course exemption on or before August 1, the specified course charge less the service charge will be credited to the first term bill.

B. In the event of withdrawal or dismissal from the school, the student will receive refund or credit to unpaid balance for course exemptions which have been granted if the tuition has been paid.

C. Notification of first and second term exemptions must be made by the appropriate coordinator to the individual in charge of billing at least six weeks prior to the individual planned dates for second term registration.

Exception: In special circumstances when it is not possible to complete the necessary evaluation for exemptions prior to or on established deadlines, the appropriate coordinator should notify the Financial Aid Officer of the exemption and Service Charge as soon as the exemption has been granted.

*Prices are subject to change and students are responsible for charges as determined by the vendor.

Administrative Group 6/23/77
nc

H. Sherwin - Wal

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

9/8/77

Minutes of Administrative Meeting

DATE: July 7, 1977

TIME: 9:15 a.m. - 12:40 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, N. Sherwin, R. Tierney

AGENDA:

I. Minutes of Previous Meetings
   A. June 16, 1977 9:15 a.m. - 12:30 p.m.,
      IV, A, Bellanger to Belanger and
      V, D, 1, delete "typing assignments and".
      Accepted with the above corrections.
   B. June 16, 1977, 1:30 - 4:00 p.m. accepted as circulated.
   C. June 23, 1977, 9:00 a.m. - 12:00 p.m., under
      IV, A, insert "if" after determine and
      IV, C, Boulanger to Belanger.
      Accepted with the above corrections.
   D. June 23, 1977, 1:15 p.m. to 4:15 p.m. accepted as circulated.

II. Announcements
   A. The transfer system has been installed in lines 3162.
   B. One to two fans are missing from the SPS areas.
   C. R. Tierney requested that all Faculty Manuals (with the exception of the Coordinators) be returned to him.
   D. N. Petzold distributed copies of the revised student Resignation Form.
   E. N. Petzold reviewed the recent memo from G. Nessolini regarding removing all equipment, obstacles, etc. in hospital corridors. N. Petzold suggested that we begin to identify all inanimate objects in corridors and that some consultation occur with Mr. Nessolini or someone from his office to ascertain what should be removed.
   F. N. Petzold reviewed "A Report of NLN's Data Service on Newly Licensed Nurses". (See New Business).

III. Reports
   A. Regulations regarding the Handicapped.
      1. N. Petzold reported that Mr. Cavicchi was unable to provide definitive information regarding safety requirements which might relate to having students with handicap(s). More information will be forthcoming from his area.
      2. R. Tierney reported on his conversation with J. Dunphy, Massachusetts Board of Registration. Her comments tended to be "advisory" rather than an official statement from the Board. Her comments included the following:
         a. Students need to meet the minimum requirements by satisfactorily completing the requirements for graduation from an approved school of nursing.
         b. Applicants with handicaps should be counseled about nursing and need for completing the requirements of the school in order to be eligible to sit for the exams.

III. Reports

A. Regulations regarding handicapped.

2. J. Dunphy, Mass. Board of Registration (continued)

c. The State of Massachusetts has no "limited license" which would permit an individual becoming a nurse with defined limitations for eligibility to practice in a specified area.

d. Stress the physical requirements to applicants.

e. School's enrolling handicapped students would evaluate the individual as with any student.

3. It was agreed that each teaching area will document the skills and the physical, emotional, and mental requirements needed to complete successfully segments of the program. This documentation should be completed by September 1977.

B. Faculty Manual

1. Materials to be updated for the faculty manual were reviewed.

C. Catalogue

1. Y. Mamone reported that the catalogue is progressing nicely. All copies will be submitted to the advertising firm by July 15, 1977.

D. Placement Information

1. Discussion took place regarding the system of channelling placement information and responding to requests of employers who wish to recruit our graduates.

a. The current practice regarding placement information is to post all notices. When the notice or letter from the employer requires follow-up, this is done by either phone or letter.

b. During 1976-1977 recruiters who have requested to come to the School have been informed of our cooperative arrangement with other hospital schools of nursing in sponsoring a career and education information day. In addition with several employing agencies, we have posted sign-up sheets for students to indicate their interest. The employer is then notified of how many students might be reviewed.

2. Walcott 117 has been designated as the room which will house all notices and printed information relative to career and job opportunities for students. The room will be cleaned of files, etc. and prepared to officially open at the beginning of the School Year. The SPS will be discussing systems and functions which might be incorporated in a placement type office.

cleared

IV. Old Business

A. Course Charges

1. Discussion continued regarding recommended breakdown on the increased tuition costs for 1977-78.
D. Mahoney recommended that individual course charges be established as they have been established in the past.
H. Sherwin seconded the recommendation.
ACTION: Unanimously opposed.

V. New Business

A. Graduate Questionnaires

1. N. Petzold reviewed "A Report of NLN's Data Service on Newly Licensed Nurses". Discussion ensued regarding a comparison of our current questionnaire with that of the National League For Nursing.

D. Mahoney recommended that we utilize the NLN's service for one year on a trial basis. H. Sherwin seconded the motion.

ACTION: Unanimously endorsed.

B. Dates for Faculty Meetings 1977-1978 are as follows:

9/28	September 27, 1977	Tuesday Wed
	October, 1977	to be determined
	November 29, 1977	Tuesday
	January 25, 1978	Wednesday
	February 22, 1978	Wednesday
	March 28, 1978	Tuesday
	April 26, 1978	Wednesday
	May 24, 1978	Tuesday
	June 20, 1978	Tuesday

VI. Future Meetings

F A. July 7, 1977, 1:30 p.m. - 4:00 p.m.

B. On-Going Agenda

Respectfully Submitted,

Yolanda M. Mamone
Secretary, Pro-Tem

YMM:mjb
7/13/77

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

9/8/77

Minutes of the Administrative Group

DATE: July 7, 1977

TIME: 1:30 p.m. - 4:00 p.m.

PLACE: First Floor Conference Room, Ruth Sleeper Hall

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

AGENDA: (Continued from A.M. Session)

A. Course Charges - The group continued to explore methods of determining course charges for the coming school year.

ACTION: Y. Mamone recommended that we establish course charges based on the approximate course hours in each course per term. D. Mahoney seconded the recommendation. Unanimously approved.

a. R. Tierney will revise the Course Charges page for the Faculty Manual.

Course Charges 1977-1978

YEAR I

Approved 7/18/77

	TERM I	TERM II	
Anatomy and Physiology	$ 70.00	$ 60.00	
Chemistry	$ 50.00	$ 60.00	
Math	$ 20.00	-------	
Microbiology	$ 30.00	$ 20.00	
Nutrition	$ 45.00	$ 40.00	
Social Backgrounds	$ 85.00	-------	
Human Behavior	-------	$ 60.00	
Group Dynamics	$ 30.00	-------	
Dimensions of Nursing	$ 20.00	-------	
Nursing 171 - Theory	$160.00	$130.00	Nursing 172 Theory
Clinical	$190.00	$330.00	(2 rot.) Clinical
TOTAL	$700.00	$700.00	

Term I
Inorganic $40
Organic 10

Term II
Organic 15
Biochem. 45

YEAR II

Maternal-Child Nursing	
Class	$200.00
Maternal Nursing, clinical	$225.00
Nursing of Children, clinical	$275.00
TOTAL	$700.00
Mental Health Nursing	
Class	$110.00
Clinical	$190.00
TOTAL	$300.00
Operating Room Nursing	
Class	$ 75.00
Clinical	$125.00
TOTAL	$200.00

A. Course Charges (Continued)

Ambulatory Nursing	
Class	$ 55.00
Clinical	$145.00
TOTAL	$200.00

YEAR III

Nursing 371 - 372	
Care I	$ 15.00
II	$ 20.00
III	$ 20.00
IV	$ 10.00
Neurological Nursing	
Class	$ 25.00
Clinical	$240.00
Orthopedic Nursing	
Class	$ 25.00
Clinical	$240.00
Medical Nursing	
Class	$ 25.00
Clinical	$240.00
Surgical Nursing	
Class	$ 25.00
Clinical	$240.00
Group Dynamics	$ 25.00
Professional Adjustments	
Unit I	$ 20.00
II	$ 15.00
III	$ 15.00
TOTAL	$1200.00

B. Definition of a full time, a three quarter time and half time student. The group reviewed the materials prepared by Y. Mamone, R. Tierney and B. Kilcoyne.

ACTION:

1. It was agreed not to recommend converting hours to credits for the coming school year.
   VOTE: 4 in favor, 1 opposed.
   a. Several members of the group favor a credit system but do not feel time permits planning and implementation for September.
2. It was suggested that B. Kilcoyne utilize the newer prepared information concerning the breakdown of course charges in relation to establishing charges for less than full time students. Sometime before the start of the school year, B. Kilcoyne will be asked to report to either the Executive Committee or the Administrative Group regarding how she plans to calculate charges for less than full time students.
3. The group will consider the need for a form for irregular students.

C. Revision of statement Information Relative to Students Meeting School Financial Obligations (See minutes of June 23, 1977-addendum).

ACTION:

1. Correct statement IIA to read - "Students who have not met financial obligations on specified dates and who have not made a further specific payment plan approved by....."
2. Item IIIB - B. Kilcoyne asked for clarification. The group feels the statement is clear but the wording is awkward.
3. The statement as corrected was approved and is ready for distribution to students and for inclusion in the faculty manual.

D. Memo regarding "Satisfactory Progress or Measurable Progress" from B. Kilcoyne.

The group felt that these statements are closely related to our concerns about promotion policies. We need B. Kilcoyne to interpret for us the regulations concerning this issue.

ACTION: N. Petzold recommended that B. Kilcoyne be asked to excerpt segments of the regulations for the coordinators, discuss her interpretations with us when she reports.

E. Plans for Faculty Orientation

R. Tierney circulated a summary of the faculty evaluation of last year's program.

ACTION: To be considered further at a future meeting.

1. N. Petzold would like to do her portion of the orientation on Wednesday afternoon, August 31, 1977.
2. R. Tierney announced that all new employees are required to attend a 1 hour session with Personnel and the Fire Safety Presentation.

Future Meetings

Executive Committee - July 11, 1977
Agenda: School pin policy.
Course exemption policy.

Respectfully submitted,

Audrey R. Brady
Secretary, Pro-Tem

ARB:mjb
7/15/77

H. Sherwin - c

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

accepted 11/15/77

Minutes of Administrative Meeting

DATE: Thursday, September 5, 1977

HOUR: 9:00 - 11:20 a.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

AGENDA:

I. Minutes
- A. July 7, 1977, morning
  - 1) II, C. - correct spelling to "exception."
  - 2) Page 3: V, B. - Should be September 28, Wednesday, not 9/27, for the first Faculty Meeting.
- B. July 7, 1977, afternoon - accepted.

II. Announcements
- A. Memorandum from R. Daggett about affirmative action and employment of "the handicapped" has been distributed by Miss Petzold to the Coordinators. Since the School receives federal funds directly, it must make reports on compliance. (Several faculty areas have already presented written suggestions to Miss Petzold.)
- B. Student Proctor Workshop will take place this weekend in preparation for entrance of new freshmen. Miss Mamone presented the plans in some detail.
- C. R. Linden, a fellow in MGH Hospital Administration, will be with the School for much of the next few weeks, for insights into nursing education. R. Tierney, D. Mahoney and T. Powers have made a plan for him; he will be in the MGH Clinics to a great extent.
- D. Job description manuals have been updated and returned to members of this group.

III. Reports
- A. R. Tierney presented this question: How should the School count deal with a student who did not register this week for the second year because of surgery, but who is expected to do so in about 6 weeks? DECISION: He will list the number actually registered plus the number in parentheses of student(s) in such a catagory, with a brief explanation. (For example, 96 + (1)* *Ill; expected to register within 6 weeks.)

IV. Old Business - None.

V. New Business
- A. Registration form for freshmen: Miss Mamone presented the one long in use; the Group revised it extensively.
- B. Agenda this year:
  - 1) Freshman preregistration for second term: (approved in principle; Coordinators to work out details in a meeting.)
  - 2) "Snow days" - - - (postponed).
  - 3) Meeting to be arranged with G. DiMaggio (Y. Mamone and E. Kilcoyne next week) and with R. Farrisey (clarification of issues related to employment of students).
  - **4) Interim Grievance Procedure (SNCA, Faculty Guidance Committee).

V. New Business

B. Agenda - Continued

*5) NLN recommendations of January 1975: Chart of School relationships and organizational chart to be reviewed by this Group. Also, other recommendations. (#4, 5, 6, 7)

*6) Systematic Plan for Evaluation of aspects of the program.

7) Ongoing - from list of 12/16/76. Miss Petzold will prepare a new list of agendas.

plural a

VI. Future Meetings

A. Tuesday, November 15, 1977, 10:00 - 12:00 p.m.

1) Agenda: Grievance Procedures and Organizational Charts.

B. Wednesday, November 23, 1977, 10:00 - 12:00 p.m.

C. Friday, December 2, 1977, 10:30 - 3:00 p.m.

Respectfully submitted,

Helen Sherwin
Acting Secretary

HS:mjb

* Of prior importance for consideration by this Group.

** By October or November 1977, designation of a group actively responsible for this must be made if action is not underway.

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

H. Sherwin
11/23/77
accepted

Minutes of the Administrative Meeting

DATE: November 15, 1977

TIME: 10:00 a.m. - 12:00 p.m.

PLACE: First Floor Conference Room, Ruth Sleeper Hall

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

AGENDA:

I. Minutes of September 5, 1977 meeting were accepted as circulated.

II. Announcement
- A. M. Bocchino has requested transfer to a different position within the hospital.

III. Reports
- A. The recently revised Registration Form for Freshmen was used successfully for the class that entered in September 1977.
- B. The minor revisions in the system for Second Term Freshman and First and Second Term Junior and Senior registration have been finalized and will be implemented at the February 1978 Registration.

IV. Old Business
- A. Progress on preparation of grievance procedure.
  ACTION: Y. Mamone will check with J. O'Donnell and report back at the November 23rd Administrative Meeting.

V. New Business
- A. The form circulated from the MGH Office of Human Resources to assess the developmental needs of Hospital staff currently performing in management/supervisory roles was discussed and jointly completed.
  ACTION: N. Petzold will forward the information to appropriate persons.
- B. The letter from the Ad Hoc Committee on Examinations Taken at Other Than the Scheduled Time, Tutor and Make-up etc. requesting consideration of "snow days" was discussed.
  The group discussed the ramification of such a practice and felt that the suggestion from the Ad Hoc Committee would not resolve the existing problems and would not be workable for this school.
  ACTION: Unanimously support the contents of N. Petzold's responding letter to the Ad Hoc Committee but encourage further exploration of alternative methods for dealing with the attendance problems which occur when weather conditions are extreme.

VI. Future Agenda
- A. VA Regulations.
- B. Evaluation Plan
- C. Update of various forms.
- D. NLN Recommendations
  1. Organizational Chart.
  2. Faculty Workload Policy
  3. Ass't Inst/Inst Job Description
- E. Grievance Procedure

Next Meeting - November 23, 1977 (10:00 a.m. - 12:00 p.m.)

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro-Tem

DM:mjb

H. Sherwin
Wal

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

12/2/77
Accepted with clarification

DATE: November 23, 1977

TIME: 10:00 a.m. - 12:20 p.m.

PLACE: First Floor Conference Room, Ruth Sleeper Hall

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

AGENDA:

I. Approval of Minutes
   A. The minutes of the November 15, 1977 meeting were accepted as circulated.

II. Announcements
   A. N. Petzold distributed working materials to Coordinators for suggestions of changes of the current Criteria for the Evaluation of Diploma Programs received from the NLN-CDP. Compiled results due back to the League by January 13, 1978.
   B. N. Petzold read Dr. C. Sander's letter on the decision to admit a class in September 1978.
   C. Y. Mamone announced ~~that~~ for prospective applicants to the school of nursing plans are underway to hold a series of open houses ~~beginning~~ either January 7 or January 14, 1978.
   D. R. Tierney distributed copies of the Policy About Smoking to be distributed by Coordinators to faculty for ~~conclusion on~~ in Faculty Manuals.

III. Reports
   A. N. Petzold reported that the questionnaire from the MGH Office of Human Services completed at the November 15, 1977 meeting was forwarded to K. Bander.

IV. Old Business
   A. None.

V. New Business
   A. Request for consideration of promotion from Assistant Instructor to Instructor position.
      1. Today's discussion involved how to determine the meeting of necessary qualifications by a faculty member in order to be considered for promotion from the assistant instructor to the instructor level. The discussion was prompted by a request received by a Coordinator from a faculty member for a promotion based on evidence of meeting the qualifications.
      2. The following actions were agreed upon:
         a. The request by the individual faculty member for promotion to Instructor be approved based on submitted documented evidence supporting the meeting of the necessary qualifications.
         b. Future requests from individual faculty members be made for consideration for promotion ~~to~~ by the Coordinator. The faculty member upon making the request must supply documented evidence of meeting the qualifications to the Coordinator. The Coordinator will present the request and documented evidence at an Administrative Meeting for discussion and a decision. Information presented at the meeting by the Coordinator is to be included in the faculty member's record.

V. New Business

A. Request for consideration of promotion from Assistant Instructor to Instructor position.

2. The following actions - continued.

c. Getting documented evidence to the faculty member's record (certificates, transcripts, etc.) often is a delayed process. To facilitate the process and to provide Coordinators with follow-up assistance the following is to be initiated:

Coordinators supply the Administrative Assistant (F. White) with a written list of expected materials for individual records. The Administrative Assistant will, in time, notify the Coordinator what has and what has not been received. Coordinators will then follow-up with the faculty member.

3. Further discussion involved the situations of out of date credits and the newly instituted merit system for salary increases.

B. Memo re. Automobile Business Mileage Allowance.

1. A memo from J. McCue, Director of Fiscal Affairs making known the Hospital's increasing automobile travel allowance from 15¢ to 17¢/mile was discussed.

ACTION: Recognize the increase when dealing with individual travel requests.

C. Agenda Items

1. Merit Evaluation Form
2. Review of Major VA Regulations
3. NLN Recommendations of 1975
4. Status of Grievance Procedure
5. Systematic Plan for Evaluation of the Program
6. Revision of Salary Scales
7. System/Plan for Irregular Students Completing the Program
8. Utilization of Data (external) for Evaluating the Program
9. Faculty Status for Residence Heads
10. On-Going Agenda Items

VI. Next Meeting and Agenda

A. The next meeting is planned for Friday, December 2, 1977 from 10:30 a.m. to 3:00 p.m.

B. Agenda

1. Merit Evaluation Form
2. NLN Recommendations for 1975.

Respectfully submitted,

Richard Tierney
Secretary, Pro-Tem

RT:mjb
11/29/77

H. Sherwin - Wal.

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

5/25/78 accepted

Minutes of the Administrative Meeting

DATE: December 2, 1977

TIME: 10:30 a.m. - 1:00 p.m.

PLACE: First Floor Conference Room, Ruth Sleeper Hall

PRESENT: N. Petzold, presiding; D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

ABSENT: A. Brady

AGENDA:

I. Approval of Minutes

A. The minutes of November 23, 1977 were accepted with the following corrections:
II., D., in second line change conclusion to inclusion.
V., 2., b., first sentence should read: Future requests for consideration for promotion from individual faculty members be made by the Coordinator.

II. Announcements

A. A series of Open Houses will held for individuals who are interested in applying to the School. The first will be held on Saturday, January 14, 1978, 10a.m. - 1p.m. Two weekday sessions will be held on Tuesday, February 7, 1978 from 3p.m. - 6p.m. and on Wednesday, March 15, 1978 from 3p.m. - 6p.m.

B. There was a theft of money from an office in Walcott House on December 1, 1977 in the afternoon.

C. N. Petzold reminded members of the group of the limit of people permitted in the Penthouse. She also discussed the possibility of the School giving waste paper to the Paper Recycling in the Hospital. Individual coordinators will oversee this in their areas.

D. N. Petzold circulated a memo from E. Olschewski of the Communication Department regarding new charges for paging services.

E. According to a recent memo from William Clemons routine repairs will be charged to an overall account number in the Hospital. N. Petzold is gathering specific details particularly in reference to those repairs at 20 Charles Street.

F. Some tentative Christmas vacation plans of faculty and staff were mentioned which include:

E. Yoffe	December 27, 1977 - January 16, 1978
P. Galvin	January 16, 1978 - January 20, 1978
M. Healey	January 3, 1978 - January 23, 1978
H. Sherwin	December 19, 1977 - January 3, 1978
Y. M. Mamone	December 26, 1977 - January 3, 1978

III. Reports

A. From Faculty Meeting some discussion ensued regarding the plan for revising the Objectives of the School

IV. Old Business

A. NLN Recommendations 1975

1. The Organizational Chart

a. The Organizational Chart was revised in January of 1977 to reflect position changes, title of positions, and change in person to whom an individual position was responsible.

b. Discussion ensued regarding the recommendation related to the Organizational Chart. Some data was reviewed which included NLN, the Organizational Chart, the recommendation, and the Primary Document. Consensus of the group clearly indicated that the School will continue to demonstrate on its Organizational Chart a contractual line between the Director of the School and the Department of Nursing as well as the cooperative line. Annually there are formal agreements regarding the utilization of clinical facilities within the MGH for student clinical experiences.
H. Sherwin recommended the above statement and Y. Mamone seconded.
ACTION: Unanimously endorsed.

d. D. Mahoney further recommended that in the next revision of the Chart, to be effective September 1978 that the Boston Hospital for Women replace the former Divisions of the Boston Lying-In and the Parkway Division. Y. Mamone seconded the motion.
ACTION: Unanimously endorsed.

e. Additional corrections for September 1978 should include the change of Nursing Care of the Ambulatory Patient to the Nurse's Role in Ambulatory Health Care and the inclusion of the Creative Day Care Center.

f. Review of the Chart also included review of the "lines" utilized in demonstrating the relationships of the Field Trips and Observation Agencies.
D. Mahoney recommended that the present grouping of Field Trips and Observation Agencies be changed to Planned Agency Observations. The contractual and cooperating lines will be utilized to demonstrate the line relationships.
H. Sherwin seconded the motion.
ACTION: Unanimously endorsed.

g. H. Sherwin emphasized that the direct lines shown between the Coordinator of Program Development and the Coordinator of Student Personnel Services is misleading. It was agreed that this should be reviewed in detail.

h. N. Petzold suggested that a chart should be drawn up on a large sheet of graph paper as well as work sheets or standard sized paper. R. Tierney will follow-up with A. Soraghan.

Two charts will be prepared — one and the other

i. The title of the Organizational Plan will be changed to the title of Schema of Faculty Positions and Their Relationships to more accurately reflect the content.

V. New Business

A. Tabled.

VI. Future Agenda

A. Next Meeting to be continued at 2:00 p.m.

Respectfully submitted,

Yolanda M. Mamone
Secretary, Pro-Tem

YMM:mjb
12/14/77

Helen Sherwin

12/8/77

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NRUSING

Minutes of the Administrative Meeting

DATE: December 2, 1977

TIME: 2:00 p.m. to 3:10 p.m.

PLACE: First Floor Conference Room, Ruth Sleeper Hall

PRESENT: N. Petzold, presiding; D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

ABSENT: A. Brady

AGENDA:

I. Approval of Minutes
   A. None

II. Announcements
   A. None

III. Reports
   A. None

IV. Old Business
   A. None

V. New Business
   A. Merit Evaluation System
      1. In light of the newly instituted system of merit increases by the Hospital a review of the School's systems and forms for staff and faculty evaluation was deemed appropriate. Included in the review should be the considerations for evaluation forms, levels for entering faculty, position descriptions as appropriate, and the statement for the overall evaluation system.
      2. Secretarial and Office Staff Positions
         a. General discussion:
            (1) Workloads
            (2) Position descriptions
            (3) Ongoing work (including a plan)
            (4) Coffee and lunch breaks
            (5) Time away from office
         b. Discussion in Expectations
            (1) Secretaries covering for each other
            (2) Telephone coverage (transfer system)
            (3) Comparing of secretaries
            (4) Expectations of the individual in the position vs. the individual's perceptions of the position
            (5) Responsibilities inherent in the position
            (6) Signing out when leaving the office - verbal communication
            (7) Reasonable time away from the office

V. New Business
A. Merit Evaluation System
2. Secretarial and Office Staff Positions - Continued
c. Discussion of Personalities vs. Systems
(1) Telephone transfer system
Transfer to whom vs. people aren't busy/spending time in somebody else's office.
(2) Work not being done vs. uneveness of workload by the day, week, month, or time of year.
(3) MCH Employee Handbook regarding coffee and lunch breaks vs. extended breaks to include running of errands, watching T.V. etc.
(4) Specific expectations of an individual are not necessarily included in a position description.
(5) Specification of the amount of freedom permitted a position vs. amount of time available because of workload.
d. Areas of Agreement
(1) Practices in different areas require mutual support by the Coordinator's.
(2) The differences that result from the practices of different areas may be cause for individuals in similar positions to view themselves as being treated differently. Coordinator interpretation may be necessary.
(3) Office staff should extend the courtesies of informing/asking/clearing for time away from the office making known their whereabouts and expected time of return.
(4) Concerns about secretaries and office staff are to be referred directly to the Coordinator responsible for the area of the employed individual.
e. Discussion to be continued.

IV. Dates for future meetings and agenda.
A. December 8, 1977 (Thursday) 3:00p.m. to 5:00p.m.
1. Evaluation System (Cont'd)
2. NLN Recommendations (#5 & #6)
3. Review Evaluation Statement (Faculty Manual)
B. December 15, 1977 (Thursday) 1:00p.m. to 3:00p.m.

Respectfully submitted,

Richard Tierney
Secretary, Pro-Tem

RT:mjb
12/8/77

H. Sherwin - Ward

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

12/15/77 accepted with corrections

Minutes of the Administrative Meeting

DATE: December 8, 1977

TIME: 3:00 - 5:00 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

AGENDA:

I. Approval of Minutes
   A. The minutes of December 2, 1977 were approved as circulated.

II. Announcements
   A. None

III. Reports
   A. None

IV. New Business
   A. Placement of newspaper ad supporting hospital diploma schools.
   An ad hoc committee of the Massachusetts Council of Diploma Programs is pursuing the mechanics and cost of placing a half page ad in the Boston Globe. The ~~committee~~ Administrative Staff discussed whether or not we should financially support this effort. If we commit some of our recruitment funds for this purpose what other projects will we need to reduce or eliminate.
   ACTION: Following discussion H. Sherwin recommended that if the money can be found that we support the project. The cost would be $400 per school based on an expectation that 18 diploma schools may contribute.
   Unanimously supported.

   B. Guidelines for allocating registration fees.
   The committee discussed the advisability of determining some guidelines for the allocation of registration fees for meetings, seminars and workshops. It was agreed that before we attempt to develop guidelines it would be helpful to review data describing the distribution of these funds during the past year.
   ACTION: 1. Miss Fitch will be asked to compile a list of last years expenditures for registration fees.
   2. Following review of data by coordinators we will plan to consider the establishing of guidelines on a future agenda.

   C. Policy regarding release of information about students to parents pertaining to the progress or standing in the school.
   Miss Mamone referred to some coordinators and the director some concern about the scope of the policy.
   ACTION: 1. It was agreed that the Executive Committee needs to review the existing statement of policy.
      a. Areas needing clarification
         1) Definition of "progress"
         2) What kind of information do we mean? (grades, evaluations, personal)
         3) How does our stated policy compare with the statement signed by students and parents.

IV. New Business

C. Policy re. release of information - Cont'd

ACTION: 2. Review and clarification of the policy will be placed on the agenda of the Executive Committee for action.

V. Old Business

A. Merit Evaluation System

The remainder of the meeting was devoted to further consideration of implementation of the new merit evaluation system. General discussion of the system, form and concerns for future implementation resulted.

1. Areas of concern and suggestions for modification included the following.
   a. Categories should be reduced in number and should be less discriminating by category.
   b. Capital letters above columns should be eliminated as some faculty and staff viewed these as grades.
   c. Some of the items need supporting criteria. What is the standard or expectation being used?
   d. Several coordinators wished to develop our own evaluation tool for future use focusing more on a narrative statement of performance.
   e. Future conferences will include self-evaluation as an inherent part of the process.

ACTION: Continue to explore the implementation of the system. D. Mahoney and A. Brady will attempt to identify a "satisfactory" performance level expectation for clinical faculty. R. Tierney and H. Sherwin will look at expectations for secretarial staff. Y. Mamone will review counselor positions.

non teaching faculty

Agenda for Next Meeting

1. Merit Review Evaluation
2. NLN recommendations #5 and 6

Respectfully submitted,

Audrey R. Brady
Secretary, Pro-Tem

ARB:mjb
12/9/77

H. Sherwin - Wal

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

5/25/78

Minutes of the Administrative Meeting

DATE: December 15, 1977

TIME: 1:00 - 3:30 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

AGENDA:

I. Approval of Minutes

A. The minutes of the December 8, 1977 meeting were approved with the following corrections:

1. IV., A., second sentence: replace Committee with Administrative staff.
2. IV., C., 1., add: Executive before committee.
3. V., Action, next to last sentence: Change to read . . . R. Tierney will look at expectations for nonteaching faculty and H. Sherwin for secretarial staff.

II. Announcements

A. The on call system will be returned to Bartlett Hall 723-3185 from Walcott on Monday, January 2, 1978 at 8:30a.m. The original notice stating January 3, 1978 is incorrect.

B. N. Petzold will send copies of portions of the approved budget to the appropriate coordinators.

C. N. Petzold reported briefly on a computer orientation and self-testing program initiated recently for house staff.

D. N. Petzold shared the highlights of report from Dr. Barnett (Teaching and Education Committee) on the current status of the Computer based Medical Education and it's linkage with other parts of the country. Plans are being made to work with a marketing company to help increase use and profitability.
The increasing capabilities of computers and decreasing costs for their use has significant implications for Nursing Education.

E. MGH Degree Granting status.
N. Petzold reported that the senate has approved the amendments to the Certificate of Need regulations and they are now with the governor. There is minimal optimism that the governor will approve it.

F. A. Soraghan is preparing an enlarged copy of the Organizational Chart for the School of Nursing to be used as a work copy by this group in making revisions.

IV. New Business

A. None

V. Old Business

Continuing discussion on the Merit Evaluation System and suggestions for adapting the evaluation form to better meet our needs.

A. Brady and D. Mahoney distributed the information they prepared which attempts to describe the expectations for nursing instructors who are functioning on a satisfactory level.

R. Tierney distributed a suggested form which could be used for non-teaching faculty.

Discussion ensued.

ACTION: Each coordinator will continue to explore possibilities for implementing the new merit evaluation system as assigned (See V of Administrative Meeting Minutes 12/8/77) using the materials distributed today as guidelines.

VI. Future Agenda Ongoing

Date for next meeting will be set later

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro-Tem

DM:mjb
12/19/77

H. Sherwin (Wal.)

5/25/78

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of Meeting, Administrators of School

Date: Monday, March 20, 1978
Time: 3:30 - 5:45 p.m.
Place: Ruth Sleeper Hall, First Floor Conference Room
Present: N. Petzold, Presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

Minutes of previous meetings: No action

Announcements:

1. Miss Petzold must submit the budget for capital expenditures 1978-1979 by March 31, 1978.

2. D. Mahoney has been designated to represent the School of Nursing on a committee for interim planning, to ensure that planning to date is accurately reflected in ongoing plans. (One such person from each area of the new program will have been designated.)

Reports:

Miss Petzold reported briefly on problems of finding space for existing services of many kinds, given the recent legal approval for a new Ambulatory Care Center and the new educational programs to be launched, for which Nancy Watts has been appointed Acting Provost.

Old Business: None

New Business:

The meeting was devoted to discussion of needs for space for the next three years as estimated by the several Coordinators and the Director.

Respectfully submitted,

Helen Sherwin
Secretary Pro Tem

HS:cph
3/22/78

H. Sherwin (WAL)

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

7/5/78 a copy!

Minutes of the Administrative Meeting

Date: May 25, 1978
Time: 10:00 a.m. - 12:15 p.m.
Place: Ruth Sleeper Hall, First Floor Conference Room
Present: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

Agenda:

I. Approval of Minutes

A. The minutes of December 2, 1977 were accepted as corrected: Page 2, IV. A, 1, i - Delete statement and substitute Two charts will be prepared. One will be the revised organizational plan the other will be the schema of faculty positions and their relationships.

B. The minutes of December 15, 1977 were accepted as circulated.

C. The minutes of March 20, 1978 were accepted as circulated.

II. Announcements:

A. Y. Mamone announced that a letter was sent to all Seniors concerning expectations for consideration of others during the days preceding the completion of the program. While it is a time of celebration for Seniors, other students are studying and require quiet. The Committee discussed the social activities planned this week. Noise seems to be a problem when activities are scheduled on the premises. N. Petzold would like us and students to consider alternate plans for such activities in the future.

III. Reports: None

IV. Old Business:

Tabled until some items of new business are cleared.

V. New Business:

The Committee agreed to pursue the following agenda:

A. Review goals and plans of the Executive Committee and Administrative meeting for the remainder of the School year.

Consider today:

1. Salaries - with D. Geister this afternoon

a. Review of educational and experiential requirements

b. Salary ranges

2. Faculty and staff evaluations

   a. Criteria and forms

3. Plan for responsibilities of the position of Coordinator of Program Development and Educational Resources after September 1, 1978

B. The following proposed charts were reviewed:

1. Organizational Plan

   a. Clarify the relationship of the Secretary responsible to the Director and Coordinator of Program Development and Educational Resources. ? Bridge, bypassing direct line to total faculty.

   b. ? Trustees Committee on Nursing. N. Petzold will clarify whether or not the Committee still exists and is active.

   c. Cooperating line needs to be drawn to each agency listed.

   d. Revision date will be added.

   e. Coordinators will review status of agreements with agencies for planned observations. It was suggested that a list be compiled for each school year to be updated annually.

2. Schema of Faculty Positions and Their Relationships

   a. Change to read: chairman and instructors Biological Sciences, chairman and instructors Nutrition and assistant, Maternal-Child Nursing add word "instructor" to assistant.

Action: The group unanimously approved the charts as corrected with thanks to A. Soraghan who prepared them. Copies will be prepared and circulated with Faculty Manual updates.

Respectfully submitted,

Audrey R. Brady
Secretary Pro Tem

ARB:cph
5/31/78

H. Sherwin / Wilcott

7/5/78

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: May 25, 1978
Time: 1:00 p.m. - 4:30 p.m.
Place: Ruth Sleeper Hall, First Floor Conference Room
Present: N. Petzold, Presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, R. Tierney

Guests: 1:00 p.m. - 2:00 p.m., Frank White (Administrative Assistant), Douglas Geister (Director of Personnel) Rollin Rickard (Personnel)

V New Business (continued from morning meeting)

A. Review of Salaries

1. N. Petzold described the requirements which nursing faculty must meet as mandated by the Massachusetts State Board of Nursing and the National League for Nursing. (according to accreditation criteria of)

2. Relevant facts were discussed which include:

a. One fourth of the employees in the School of Nursing are above the maximum. (what)? salary

b. Length of the School year for faculty.

c. Some faculty have three (3) weeks vacation according to hospital policy

3. Discussion ensued regarding general differences and similarities which exist between this School of Nursing and other nursing education programs as pertain particularly to faculty salaries and vacations.

4. Douglas Geister emphasized that relevant experience and relevant academic experience should be considered in faculty qualifications when determining salary in the appointment of nursing faculty.

5. In order to most equitably determine salary for nursing faculty it was agreed that a market survey should be conducted (by a member of the Personnel Department) of peer institutions. The survey will include salary ranges for those positions which are similar to that of Nursing Instructor and Assistant Nursing Instructor in the Massachusetts General Hospital School of Nursing. Y. Mamone further requested that the market survey also include salary information on nurse practitioners and financial aid administrators.

(with Holly Tomasini Personnel Dept.)

B. Review of the Qualifications/Experience for the position of Nursing Instructor.

1. It was agreed that the criteria should include a Master's Degree

in Nursing preferably in the area of specialization in which the individual will be employed and at least two years of appropriate experience.

2. The ~~revised~~ Qualifications/Experience for the position of Instructors was ~~edited and rewritten~~ as follows: were reviewed for further consideration, with the following suggest

Master's Degree in Nursing from an accredited college or university preferably in the area of specialization in which the individual will be employed. At least two or more years of appropriate experience which may include teaching or its equivalent.

Advanced education in field of teaching required including courses in curriculum development; principles and methods of teaching; measurement and evaluation; and for nurse instructors, in advanced clinical nursing in major teaching area. Other courses according to position.

Consideration may be given to a candidate with a Bachelor of Science in Nursing who also has a Master's Degree in a related field. Three years of teaching or its equivalent in significant and appropriate advanced nursing experience is preferred.

VI Future Agenda: Ongoing

A. Next Meeting: July 7, 1978 at 1:00 p.m.

Respectfully submitted,

Yolanda M. Mamone
Secretary, pro-tem

YMM/nkc

M. Sherwin

8/29/78 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Adminstrative Meeting

Date: July 11, 1978
Time: 9:15 a.m. - 11:00 a.m. and 12:15 p.m. - 1:00 p.m.
Place: First Floor Conference Room, Ruth Sleeper Hall
Present: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, and H. Sherwin
Absent: R. Tierney

Agenda

I. Approval of Minutes

A. Minutes of previous meeting (7/7/78) not available for approval at this time.

II. Announcements

A. None

III. Reports

A. Faculty Positions for Fall are still unfilled in Ambulatory Nursing, Third year Nursing, and Biological Sciences.

B. After accomodating Junior and Senior students in the residences for September there will be approximately 80 single rooms available (Bartlett Hall & 20 Charles) for the incoming Freshmen.

C. Next week Personnel will be mailing out a Market Survey regarding Assistant Instructors, Instructors and Financial Aid officers positions (salaries, Responsibilities). Returns usually take about a month.

IV. Old Business

A. Clarification of plans regarding revised School Organizational Chart and Schema of Faculty Positions and Their Relationships.

Action R. Tierney will prepare these for inclusion in Faculty Manual. Extra copies need to be made for administrative purposes.

B. Agreements for all student observations planned by the School should be made in writing and copies retained.

Action: A list of agencies used is to be included in the Faculty Manual. The information is also to be kept in Miss Petzold's office. The copy in Miss Petzold's office should also include information regarding the location of the letters of agreement.

C. Requests to re-enter Freshmen Class in September 1978 still being held on::

1. Susan DePace

2. Barbara Bonzoli

3. Nancy Gagne

4. Claire Daly

5. Kathy Gray

Action: As many of these as possible will be acted upon at the July 20th Executive Committee Meeting.

D. Resignation of Students approved to reenter the Program. A discussion ensued regarding whether or not it is necessary to have students formally resign when approval of their return has already been made.

Action: The following recommendation was unanimously approved: The resignation form will be used for all students who have an interruption in their program. However, students who have been approved to re-enter at the beginning of the term succeedding their resignation will not have to write a letter of resignation or turn in their ID Badge and Clinic Cards. Coordinators will note this on the resignation forms when applicable.

E. School Charges
The previously made revisions in Charges for the School Year and Fee Breakdown were reviewed.

Action: Unanimously approved. The revisions in Course Charges to include the tuition increase will be completed at the July 20th Executive Committee Meeting. R. Tierney will submit a proposal to remedy the discrepancy between projected income and expenditure for library and laboratory funds.

F. Review of plan to assure compliance with VA Regulations regarding student progress or non progress in the program.

1. Y. Mamone is working on the statements for the catalogue related to student conduct and conditions for dismissal for unsatisfactory progress and will report on this by late August.

2. R. Tierney, with the help of other available coordinators, will work on preparation of information related to Progress or Non Progress and present as follows:

   a. VA regulations

   b. Text of our existing policy regarding each regulation.

   c. Location of our existing policy (Faculty manual and/or catalogue).

   d. Identification of areas where Policies/statements need revision.

e. Identification of areas where no Policy/statement exists and must be written for catalogue and/or Faculty Manual.

Action: This information will be reviewed at the next Administrative meeting and a plan made for delegation of tasks to be done.

G. A portion of the meeting was devoted to discussing the plan for carrying out functions of R. Tierney's position for September - November if an immediate successor is not available.

1. Month by Month Activities.

a. September 1979-1980
Annual reports (Curriculum Committee & Coordinator) R. Tierney. Student Rosters - E. Yoffee with input from teaching Coordinators. Course Exemption List - Teaching Coordinators.

b. October
State Board Report (Curriculum Portion) - Teaching Coordinators.

c. November
Compilation ~~Completion~~ of Contracts/letters for Clinical Experience - B. Fitch with input from Teaching Coordinators.

d. December
Letters to Seniors regarding School Pin - Y. Mamone

2. Activities Repeated Monthly

Student Retention Statistics - Y. Mamone, School Staff Count and Guest Lecturer Payment - F. White, Faculty Meeting Minutes - E. Yoffee, In House and Continuing Education Bulletin Boards - M. Healy, Review Budget Print outs - C. Chandler and A. Soraghan; Needs more follow up with R. Tierney to determine what other Print-outs need to be reviewed.

3. Periodic Ongoing Activities

Report Cards, Permanent Record Cards, Clinical Hours Cards and ordering NLN Exams - P. Galvin; Maintenance Contracts - ? A. Soraghan and F. White - Check with R. Tierney; Return NLN Book - S. Parrish; Photocopier Supplies - F. White; Merit Evaluations - R. Tierney for his staff members if due in September or October.

4. Curriculum Committee Chairman.
Preferably faculty member/members with Coordinator to oversee.

H. Plan for preparation or revision of statements on Faculty Work Load, Faculty preparation and Assistant Instructor/Instructor job descriptions.

Action: A. Brady & D. Mahoney will work on these during August.

V. New Business

A. None

VI. Future Agenda

A. Follow up reports on todays Old Business.

B. Next Meeting - August 29, 1978 2 - 3:30 p.m.

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro Tem

H. Sherwin

8/29/78 accepted with corrections & clarifications

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: July 7, 1978
Time: 1:00 p.m. to 4:00 p.m.
Place: First Floor Conference Room, Ruth Sleeper Hall
Present: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin, and R. Tierney

Agenda

I. Approval of Minutes

A. The minutes of morning session of the meeting of May 25, 1978 were accepted as circulated.

B. The minutes of the afternoon session of the meeting of May 25, 1978 were accepted with the following additions:

1. Page 1, V., A., 1.; add "and according to accrediation criteria" following National League for Nursing.

2. Page 1, V., A., 2., c.; add "according to Hospital policy" following (3) weeks vacation.

3. Page 1, V., A., 4., to read: "...academic experience should be considered in the faculty qualifications when determining..."

4. Page 2, 2., clarified to read: The qualifications/experience for the position of instructor and assistant instructor were discussed for further consideration with the following suggestions.

5. Action to be added to Page 2, 2. (following the considerations:

Action: A. Brady and D. Mahoney will follow-up on the editing of the Instructor/ Assistant Instructor position description.

II. Announcements

A. C. Harris resigned from the secretarial position and Mrs. Susan Parrish has been appointed to the position effective July 10, 1978.

B. Y. Mamone requested that class schedules to be typed by M. Belanger be given to her as early as possible with the exact date the schedules will be needed.

C. M. Doherty, Nursing 371, 372 faculty member resigned effective July 14, 1978.

III. Reports

A. Follow-up to Minutes of Afternoon Meeting of May 25, 1978

1. An additional condition to be considered in receiving the Instructor/ Assistant Instructor position description is the minimum amount

of nursing experience to be required for the positions.

B. Status of Admissions to Date

1. Y. Mamone reported that to date admissions for the class entering September 1978 includes applicants:

   a. Accepted & Paid Deposit 66

   b. Accepted at 7/5/78 meeting 7

   c. Returning Students 6

2. Approximately 36 additionsl applicants are on file awaiting student follow-through and completion of admission requirements.

C. Nursing of Children Position

1. D. Mahoney stated that the vacant faculty position in the Nursing of Children course would not be filled and that the neo-natal experience would be discontinued. Reasons for not filling the position at this time include a decreased number of students entering the second year in September and the incumbent in the position viewing the position as a half-time position. The position will be held for re-evaluation at a later date.

D. Space Needs and Projections

1. Secretarial positions for the School years 1978-1979 and 1979-1980 were received and those positions to be phased out or retained were confirmed.

2. Projected moves for School staff and facilities with the demise of Walcott House at whatever point (July 30, 1979 or thereafter) included, given a variety of assumptions, moves to Bartlett Hall and Ruth Sleeper Hall.

E. Student Housing Situation

1. Projections for students living in appear to be holding to the expected. Students will be housed at 20 Charles Street and on ~~4~~ 5 floors in Bartlett Hall. Plans have been made for the few double rooms at 20 Charles Street that might be required.

2. ~~Three~~ Two floors in Bartlett Hall will be retained to accomodate unplanned situations that might arise.

3. N. Petzold suggested that cost estimates for moving stoves and refrigerators be determined and budgeted to avoid last minute planning.

   Action: Y. Mamone will obtain the necessary estimates.

IV. Old Business

A. Organization Plan(s) Follow-up

1. The Organization Plans of the School and of the Faculty are currently being updated to include the changes that have occurred since the last printing.

2. The list of Planned Agency Observations, to accompany the Organization Plan of the School will be completed by R. Tierney.

V. New Business

A. Clinical Experience Agreements (1978 - 1979)

1. The status of contracts and letters of agreement, to date, for student clinical experiences are as follows:

a. MGH Clinics - written request made, meeting held with R. Brooks and R. Farrisey, no signed notation (as in the past) has been received.

b. Parkway & Lying-in Divisions - times have been arranged, documentation has to be completed.

c. Eric Lindemann Center - contract sent to Lindemann for signatures.

d. Eye & Ear Infirmary - arrangements made, no signed statement.

e. Mass. Rehabilitation - arrangements meeting planned for late July.

f. McLean Hospital - contracts sent to McLean for signatures.

g. MGH, including OR, Pediatrics, Nursing, 171, 172, 371, 372, - contract made but no response from Department of Nursing.

h. Shriners Burns Center - Agreement signed and completed.

i. Observations - Chelsea, Bunker Hill, and Logan signed and completed.

Action: Coordinators to follow up to be sure requests are finalized and documentations are on file at the School.

VI. Next Meeting and Agenda

A. The next meeting is planned for Wednesday, July 12, 1978 from 9:00 a.m. to 11:00 a.m.

B. Agenda to Include:

1. Breakdown of Course Charges.

2. Committee Meeting Times.

3. Work to be completed by this Committee during the summer months.

4. Ongoing Agenda.

Respectfully submitted,

Richard Tierney
Secretary, Pro Tem

H. Sherwin

11/8/78 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Tuesday, August 29, 1978

Time: 2:00 p.m. to 4:00 p.m.

Place: Ruth Sleeper Hall, First floor conference room

Present: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, and H. Sherwin

Absent: R. Tierney

Agenda:

I. Approval of Minutes

A. The minutes of July 7, 1978 were accepted with the following corrections:

1. Page 1, B, 1; sentence 1 to read "and according to accreditation criteria."

2. Page 1, III, A, 1; sentence 1 change "receiving" to "reviewing".

3. Page 2, D, 1, line 2; change "received" to "reviewed".

4. Page 2, D, 2, line 3; to read "our recommendations include moves to Bartlett Hall and Ruth Sleeper Hall.

5. Page 2, E, 1, line 3; change to read 5 floors in Bartlett Hall.

6. Page 2, E, 3, line 1; change to read 2 floors in Bartlett Hall.

B. The minutes of July 12, 1978 were accepted with the following corrections:

1. Correct date to read July 12, 1978 instead of July 11, 1978.

2. Page 2, 2; correct name to read Barbara Bonazoli.

3. Page 3, G, c, line 2; change "completion" to read "compilation".

4. Page 3, G, 1, b; add to (curriculum portion) the date 1979.

II. Announcements

A. D. Mahoney announced that Boston Hospital for Women now requires all students and faculty to have a Mantaux test done prior to clinical assignment there. C. Reynolds will arrange for students to have this done.

B. A. Brady announced that clinical requests for Freshman and Senior students for the school year 1978-1979 have been formalized by the MGH Department of Nursing.

C. Y. Mamone reported on recent communications with the uniform company representative. Students will be sent one uniform to check size and fit. If all right additional three uniforms will be sent in that size. If incorrect uniform should be returned and alternate size will be sent. After this week, uniforms will be mailed to the students at the school.

D. Y. Mamone reported from Admissions committee that 81 new students plus 14 re-enteries are expected.

III. Reports

A. Student concerns

1. H. Sherwin reported that Edward Withycombe continues to be incomplete in the Mental Health Nursing Course.

2. Lisa Taibi has not received health clearance yet.

3. Martha Clark has completed some unfinished school business related to overdue books and a written assignment. She has not formalized her intention to return to the program.

B. Y. Mamone circulated copies of the revised Educational Record Release Form for Students Employed by Central Nursing for review of coordinators. The lower portion titled "For Central Nursing Use" has been added. Comments concerning the revision should be directed to Ms. Mamone by Friday.

C. In preparation for further work by the faculty to comply with Veterans regulations, Y. Mamone has reviewed several university catalogs. It was agreed that a faculty committee is needed to pursue this further with focus on a statement concerning expectations for conduct and other issues. Y. Mamone offered to be Chairman of the committee when it is established.

IV. Old Business

A. Copies of the revised Organizational Plan and Schema of faculty was circulated.

Action: A. Soraghan will be asked to maintain the original copy in the media center.

B. The group discussed progress on the Merit Evaluation forms.

Action: a. It was agreed that 3 forms will be utilized to evaluate school staff.

1. Teaching faculty - D. Mahoney and A. Brady will prepare form based on job descriptions and expectations for faculty.

2. Office staff and Managers - modification of form from hospital based on job description.

b. Self evaluation will be introduced into the system.

c. The section in the faculty manual concerning staff and faculty evaluation needs updating.

C. Review of plans to reassign R. Tierney functions for the period from September through January. Noone is available to assume the respnsibilities of the position completely at this time.

Action:

1. The list documenting reassignment of activities was reviewed and updated.

2. Reassignment of staff to administrators

   a. H. Sherwin will assume responsibility for the library and media staff.

   b. Y. Mamone will assume responsibility for P. Galvin.

   c. N Petrold " " " for E Yoffe & F White

3. Correspondence with students who withdraw and re-enter. (after L. Kiely leaves), E. Yoffe with the appropriate coordinators will pick this up. Y. Mamone will oversee this area during transition and will plan with L. Kiely and E. Yoffe.

V. Agenda to be continued:

A. Compliance with V. A. Regulations.

B. NLN recommendations #5 and 6.

C. Progress report on proposed faculty workload policy and job descriptions.

D. Documentation of implementation and revision dates relating to NLN recommendations.

VI. Next Meeting:

A. The next meeting will be either Wednesday, November 8, 1978 1-4 p.m. or Wednesday, November 15, 1978 from 1-4 p.m.

Respectfully submitted,

Audrey R. Brady
Secretary Pro Tem

12/7/78
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, November 15, 1978

Time: 1:00 to 4:30 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. Minutes of Nov. 8, 1978 were accepted with the following corrections:
Pg. 1, III A. Correct spelling to MAHONEY
Pg. 2, V 2. Change to read - - - - that this form as modified by the S.O.N. be used for all members of the School Staff except for teaching faculty.

II. Announcements

A. The Veterans Administration Representative has completed his site visit.

III. Reports

A. H. Sherwin reported briefly on the Treadwell Library Committee meeting.

B. D. Mahoney reported briefly on the recent meeting of the Acting Faculty Advisory Committee. They will be meeting monthly instead of weekly until some significant Progress is made on Fund Raising. In the interim the Program Development Committees of the Disciplines to be phased in first should continue to meet. Such issues as qualifications, job description and search for Program Director and review of revised budget should be considered. Following the report two dates were chosen for ANPAC meetings. N. Watts will be invited to one of these.

Dates: Dec. 7, 1978 3:30 - 5:30
Jan. 17, 1979 3:30 - 5:30

IV Old Business

The remainder of the meeting was ~~donated~~ devoted to planning for the phase out of the Program with particular attention to staffing and space needs.

V. New Business

None

VI. Future Agenda

A. NLN Recommendations
B. Ass't Inst./Inst. Job Descriptions
C. Phase out Plans

Next meeting: December 15, 1978 10:00 a.m. - 12:00 noon

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro Tem

DM:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

11/15/78 accepted with corrections

Minutes of the Administrative Meeting

Date: Wednesday, November 8, 1978

Time: 1:00 to 4:30 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. Minutes of August 29, 1978 were accepted with these corrections:
Page 3: IV, B, Action, b: "Self-evaluation will be introduced into the system." Miss Petzold commented that self-evaluation has long been identified in writing as a part of the system. (The intent of the statement was to indicate use of a form or other presentation of written self-evaluation.)
IV, C, 2. Add: c. N. Petzold will assume responsibility for E. Yoffe and F. White.

II. Announcements:

None.

III. Reports:

A. D. Mahoney reported briefly on the workshop on Evaluation conducted by the Personnel Department on Thursday, November 2, 1978 which she found valuable. This will be repeated on November 29.

B. Coordinators reported that they have used the new merit evaluation tools and stated criteria successfully and with general satisfaction, on the whole.

IV. Old Business: None

V. New Business

1. Today this group reviewed the Outline of the Faculty Evaluation System, and made the following changes:
II, 5. Change "every six months" to "annually."
IV and V. Delete from "Department Chairman", wherever it occurs the word "Department".
IV, 1. Change parenthetic words to "(periodic and ongoing.)"

V. New Business, continued

1. Outline of the Faculty Evaluation System, continued

3. Change first sentence: "A planned yearly conference with Coordinator, initiated either by faculty member or Coordinator, to review the individuals's Contributions, based on the position description and Performance Standards established for the faculty, and to identify areas that need strengthening and modification and to plan for results." (Delete last two sentences.)

V. 1. Heading: Add at end: "of the School".

V. 1. Evaluation by Coordinator conferring with Chairman when a faculty member transfers or changes position within the school.

2. Faculty Data Sheets prepared annually by the faculty documenting their responsibilities, ongoing growth, and continuing education.

3. Annual written evaluation consistent with the hospital's employee evaluation system.

5. Correct to "the School's Employee Termination Form . . ."

6. Completion of hospital's Employee Termination Form, directed to the Massachusetts General Hospital Personnel Department by the Director of the School.

Renumber 3, 4, 5, 6, - to 4, 5, 6, 7.
At Lower left corner, add date to those already listed:
11/78
NP:CF

(Copies will be distributed by C. Fitzpatrick to every faculty member for the Faculty Manual, and an additional copy for Frank White for Faculty Manual revision next year.)

2. Merit evaluation forms from the hospital: Y. Mamone moved, D. Mahoney seconded, and the group approved that this form ~~be~~ as modified by the SoN used for all members of the School Staff, except the teaching staff.

3. NLN achievement tests: Since the departure of R. Tierney, Y. Mamone has been the coordinator receiving these tests, as ordered by P. Galvin.

Y. Mamone will ask that these tests be delivered directly to P. Galvin, who will distribute the tests to the coordinators involved.

4. Salary survey made by MGH personnel Department, with responses from seven other hospital schools in Boston, New York City, Chicago, and Philadelphia:

Miss Petzold presented a brief report of this material, comparing it with the MGH School of Nursing.

V. New business, continued

1. Outline of the Faculty Evaluation System, continued

3. Change first sentence: "A planned yearly conference with Coordinator, initiated either by faculty member or Coordinator, to review the individual's contributions, based on the position description and performance standards established for the faculty, and to identify areas that need strengthening and modification and to plan for results." (Delete last two sentences.)

V. 1. Heading: Add at end: "of the School".

V. 1. Evaluation by Coordinator conferring with Chairman when a faculty member transfers or changes position within the school.

2. Faculty Data Sheets prepared annually by the faculty documenting their responsibilities, ongoing growth, and continuing education.

3. Annual written evaluation consistent with the hospital's employee evaluation system.

5. Correct to "the School's Employee Termination Form . . ."

6. Completion of hospital's Employee Termination Form, directed to the Massachusetts General Hospital Personnel Department by the Director of the School.

Renumber 3, 4, 5, 6, - to 4, 5, 6, 7.

At lower left corner, add date to those already listed:

11/78
MP:CP

(Copies will be distributed by L. Fitzpatrick to every faculty member for the Faculty Manual, and an additional copy for Frank White for Faculty Manual revision next year.)

2. Delete evaluation forms from the hospital: R. Ramone moved, D. Mahoney seconded, and the group approved that this form be used for all members of the School Staff.

3. MGH achievement tests: Since the departure of R. Tierney, V. Ramone has been the coordinator receiving these tests, as ordered by P. Galvin.

V. Ramone will ask that these tests be delivered directly to P. Galvin, who will distribute the tests to the coordinators involved.

4. Salary survey made by MGH personnel Department, with responses from seven other hospital schools in Boston, New York City, Chicago, and Philadelphia:

Miss Perold presented a brief report of this material, comparing it with the MGH School of Nursing.

V. New Business, continued

4. Salary survey, continued

Two schools were on 10-month appointments; others, on 12.
Ratio of students to teachers ranges from 4 to 13 students/teacher.
Paid vacations and holiday.
Range of salaries for instructors and assistant instructors.
Salaries of financial aid officers (only two replies).

Some discussion followed. Y. Mamone will assemble data from other sources; the administrative group will return to this matter in a future meeting.

5. Recommendation made earlier by residence heads, that the Residence Head be made a Faculty position:

After discussion, this group voted that this remain a staff position.

Y. Mamone will relay the above decision to Miss Shannon.

6. Distribution of reproduced materials: (This, for several years the concern of an ad hoc committee, is now under consideration by the faculty and its functional areas, and will be discussed at the next faculty meeting.

7. Episodes at a student party recently, and at others: Versions by MGH Security Department and by residence staff and chaperones vary. Mr. Sullivan has recommended that in the future, Boston police instead of MGH Security be employed at these events. Discussion of the event followed.

Action: None by this group.

VI. Next meeting: Wednesday, November 15, 1978, 1-4 p.m.

Agenda: Ongoing, and
1. Job descriptions of instructors and assistant instructors.
2. Employment policies for faculty (NLN recommendations relative to the Master's degree.)
3. Faculty salary ranges and specifications.
4. Phase-out activities and personnel issues.

Members will need their manuals of position descriptions.

November 9, 1978

Helen Sherwin
Acting Secretary

HS:avp

V. New Business, continued
4. Salary survey, continued

Two schools were on 10-month appointments; others, on 12.
Ratio of students to teachers ranges from 6 to 13 students/teacher.
Paid vacations and holiday.
Range of salaries for instructors and assistant instructors.
Salaries of financial aid officers (only two replies).

Some discussion followed. V. Ramona will assemble data from other sources; the administrative group will return to this matter in a future meeting.

5. Recommendation made earlier by readmen heads, that the Residence Heads be made a Faculty position:

After discussion, this group votes that this remain a staff position.

V. Ramona will relay the above decision to Nina Shannon.

6. Distribution of reproduced materials: (This, for several years the concern of an ad hoc committee, is now under consideration by the faculty and its functional areas, and will be discussed at the next faculty meeting.

7. Episodes at a student party recently, and at others: Versions by MGH Security Department and by residence staff and chaperones vary. Mr. Sullivan has recommended that in the future, Boston police instead of MGH Security be employed at these events. Discussion of the event followed.

Action: None by this group.

VI. Next meeting: Wednesday, November 15, 1978; 3-4 p.m.

Agenda: Ongoing, and
1. Job descriptions of instructors and assistant instructors.
2. Employment policies for faculty (MGH recommendations relative to the Master's degree.)
3. Faculty salary ranges and specifications.
4. Phase-out activities and personnel leaves.

Members will need their manuals of position descriptions.

November 9, 1978

Helen Sherwin
Acting Secretary

HS:ayp

H. SHERWIN

12/15/78 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Thursday, December 7, 1978

Time: 9:30 a.m. to 12:00 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, and H. Sherwin

Agenda

I. Minutes of November 15, 1978 were accepted with the following correction: Old Business change the work donated to devoted.

II. Announcements

A. N. Petzold shared a letter written by Sheree Swanson, R.N. of the Walter E. Fernald School. D. Mahoney will follow up on the request made.

B. N. Petzold read a letter recently received from Ruth Sleeper regarding the Phase Out of the Diploma program.

C. Y.M. Mamone reported that she notified Robert Rhodes, Building Service, regarding Phase Out projections.

D. Kathleen Moran, junior student, resigned for Health reasons on Dec. 6, 1978.

III. Reports

A. None

IV. Old Business

A. Student Resignation Form

1. Discussion ensued regarding the Student Resignation process. Y.M. Mamone recommended that when resident students resign that the administrator who is resigning the student notify the appropriate residence head of the resignation. D. Mahoney seconded the motion.

Action: Unanimously endorsed

2. Y. M. Manone will follow-up with E. Kilcoyne regarding notification to P. Elmuts, Auditor for Student Accounts.

IV. continued

B. Students Returning to the School

1. N. Petzold raised a question regarding the individual who will be responsible for following up on the details of students returning to the program. Y.M. Mamone will assume these responsibilities from mid January to July of 1978. After July 2, 1979, F. Gibbons will be the individual who will assume these responsibilities.

C. Clinical Agencies and Planned Observation 1978-1979 School Year.

1. N. Petzold circulated information regarding contractual agreement with clinical agencies.

2. G. Maggio has given verbal approval to D. Mahoney re clinical requests for Pediatrics.

3. A. Brady will follow up with Miss Fitch regarding clinical contracts re First Level Nursing and Third Level Nursing.

4. The Red Cross Blood Donor program will be added to the list of agencies.

D. Recommendations for the Massachusetts General Hospital School of Nursing by the National League for Nursing.

1. Review of the recommendation that distinct job descriptions be written for instructor and assistant instructor.

2. The proposed position descriptions (written 8/78) for Assistant Instructor and Instructor were reviewed.

H. Sherwin moved that the first three pages of position description be approved. D. Mahoney seconded the motion.

Action: Unanimously endorsed.

3. Discussion ensued regarding Educational preparation necessary for Assistant Instructor and Instructor for both Nursing and non-nursing teaching positions.

4. Editorial changes were made on the Job Qualifications segment of the position descriptions.

5. In considering the educational requirements for Assistant Instructors in Nursing, H. Sherwin recommended that the minimal requirement must include a Baccalaureate Degree in Nursing. D. Mahoney seconded the motion.

Action: Unanimously endorsed.

IV. D. continued

6. D. Mahoney will pull together the editorial changes and other changes. She will distribute copies of the corrections to the Director and the Coordinators.

V. New Business

A. None

VI. Future Agenda

1. Next Meeting: December 15, 1978, 10:00 a.m. - 12:30 p.m.
2. Review of Non Teaching Position Descriptions.
3. Review Employment Policies for Members of the Faculty.
4. Review Salary Scales.
5. January Meeting: Specific plans for First Year Faculty after the completion of the First Year.

Respectfully submitted,

Y. M. Mamone
Secretary, Pro Tem

YMM:avp

IV. D. continued

6. D. Mahoney will poll together the editorial changes and other changes. She will distribute copies of the corrections to the Director and the Coordinators.

V. New Business

A. None

VI. Future Agenda

1. Next Meeting: December 13, 1978, 10:00 a.m. - 12:30 p.m.
2. Review of New Teaching Position Descriptions.
3. Review Employment Policies for Members of the Faculty.
4. Review Salary Scales.
5. January Meeting: Specific plans for First Year Faculty after the completion of the First Year.

Respectfully submitted,

E. R. Hanson
Secretary, Pro Tem

YMH:avp

H. SHERWIN

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

1/3/79 accepted

Minutes of the Administrative Meeting

Date: December 15, 1978

Time: 10:00 a.m. - 12:30 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone and H. Sherwin

Agenda

I. Minutes of December 7, 1978 were accepted with the following corrections:
   1. Page 2 - IV. C. 2 - correct name to read "G. Dimaggio".
   2. Page 2 - IV. B. 1, line 5 - correct date to read "July, 1979".
   3. Page 2 - IV. D. 2, sentence 2 - correct motion to read - H. Sherwin moved that the first three pages of the separate job descriptions for the instructor and assistant instructor be approved.

II. Announcements

   A. N. Petzold circulated the December 6, 1978, "Health Planning and Manpower Report" which indicates that the American Federation of Teachers has kicked off a drive to organize nurses and allied health professionals into a separate division of the union, the American Federation of Nurses, AFL-CIO.

   B. Sarah Perrault, late entry senior, plans to resign from the program after completing some course units on a part time basis. She will request to re-enter the Senior program in September, 1979.

   C. Y. Mamone reported that she has sent a letter to each Senior student concerning the purchase of the school pin.

   D. N. Petzold reported that the maintenance department is reverting from the system of using the 252 cost center for all maintenance to the old system which utilizes separate cost centers for each building serviced. The separate cost centers are as follows:
      c.c. 214 for 20 Charles Street
      c.c. 253 for Bartlett Hall
      c.c. 216 for Ruth Sleeper Hall
      c.c. 252 for Walcott House

III. Reports

None

IV. Old Business:

A. Review of proposed editorial changes in the job qualifications section (particularly the educational preparation requirements) in the job descriptions for instructor and assistant instructor.
Action:

1. Y. Mamone moved that the proposed revisions be accepted. H. Sherwin seconded the motion. Unanimously approved.

2. Distribution - D. Mahoney will ask F. White to redo the position descriptions and to circulate them as follows:

a. Both job descriptions to:
1) all assistant instructors
2) Chairman and Coordinators
3) Supply to Miss Fitch

b. Instructors' job description to instructors.

B. The remainder of the meeting was devoted to review of the Job Description Manual.

1. Director - page 6, Qualifications B 1. - Delete names of stated professional organizations. Statement to read "Membership in appropriate professional organizations."

2. Coordinator - no changes

3. Chairman of a teaching area - add under educational requirements, paragraphs one and two from the revised instructor position description.
Action Revision acceptance moved by H. Sherwin, seconded by F. Gibbons. Unanimously approved.

4. Assistant Instructor - revised

5. Instructor - revised

6. Coordinator Program Development and Educational Resources - page 5, Qualifications, professional membership. Change to statement consistent with other coordinators and director.

IV. B. continued

7. Administrative assistant
   Librarian
   Associate Librarian
   Assistant Librarian
   — no change

8. Media Consultant - delete statement page 3 J. professional membership.
   The group agreed that the criteria as stated are relevant to our needs and appropriate as defined.

9. Coordinator Student Personnel Services - page 5, personal qualities 3. - change "contemporaries" to "colleagues".

10. Chairman of Counseling Services

    a. Copy in manual not most recent.
    Y. Mamone will review, revise format so that it is consistent with other descriptions, and will circulate copies to administrators.

11. Counselor - no change

12. Admissions officer - no change

13. Student financial aid officer - hold - question of revision of page 5, I. Qualifications - educational requirements.

14. Chairman - Student Health Service
    Revise page 4 K. Qualifications a. Baccalaureate in nursing required. Edit to place educational requirements together (reverse b. and c.)
    Action H. Sherwin moved that educational requirement be a B.S.N. D. Mahoney seconded the motion. Unanimously approved.

15. Residence Head - 1. page 4 - correct to read "chairman" instead of "chairperson" throughout statements.
    2. Page 4, N. 3 - to read - Shares weekend on-call responsibilities with other Residence Heads and Supervisor of residences.
    3. Page 5 - delete statement - "Revised by Lucy Ann Shannon and Residence Heads".
    4. Page 5 - 4. Personality a. - correct spelling of "independently".

16. Supervisor of Residence - no position description in manual.
    Copy of position description dated 9/77 available.
    Hold for revision for another month.

IV. B. continued

17. Secretaries - page 3 Qualifications, delete underlining under "full responsibility."
    1. Secretary to Y. Mamone - no qualifications listed as working environment.

18. Recording Secretary - page 3 - correct to read "two large buildings.

Change revision dates in index and on individual descriptions.

V. Future Agenda - Wednesday, January 3, 1979 (10-12) (1:30-4)

1. Bring salary scale packet - look at educational requirements to check consistency with revised position descriptions.

2. Faculty manual - Selection policies for faculty

3. Phase out plan - update and specific relocation plan for Walcott faculty and staff.

Respectfully submitted,

Audrey R. Brady
Secretary, Pro Tem

ARB:AVP

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting 1/17/79

Date: Wednesday, January 3, 1979

Time: 1:30 - 5:30 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. No minutes for approval

II. None

III. None

IV. Old Business
Continuation of morning meeting discussion of plans for arranging for class and conference space in RSH to replace Walcott space, and for moving faculty and staff from Walcott to RSH and Bartlett as of late May 1979.

V. None

VI. Future Agenda - Ongoing
Next Meeting: January 17, 1979
9:30-12:30

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro Tem

DM:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, January 3, 1979

Time: 1:30 - 5:30 p.m.

Place: Nurses Sleeper Hall, First Floor Conference Room

Present: V. Petzold, presiding; A. Brady, R. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. No minutes for approval

II. None

III. None

IV. Old Business
Continuation of morning meeting discussion of plans for arranging for class and conference space in RSH to replace Walcott space, and for moving faculty and staff from Walcott to RSH and Bartlett as of late May 1979.

V. None

VI. Future Agenda - Ongoing
Next Meeting: January 17, 1979
9:30-12:30

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro Tem

DM:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

1/17/79

Minutes of the Administrative Meeting

Date: January 3, 1979

Time: 10 a.m. to 12:15 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. Minutes of December 15, 1978 were accepted with these corrections:
II. D. ". . . from the system of using the 252 cost center for routine maintenance to the old system . . . The separate cost centers for routine maintenance are:
c.c. 214 for 20 Charles Street
253 for Bartlett Hall
216 for Ruth Sleeper Hall
252 for Walcott House"
Add: "Cost center 320 or 200 will continue to be used for maintenance other than routine."

II. Announcements

A. D. Geister, Director of Personnel, has written a memorandum to N. Petzold (Dec. 21, 1978), relative to leaves of absence and tuition assistance policies:
"Faculty members may be granted a leave of absence to pursue an advanced degree, even though they will not be reappointed to the School of Nursing."

"Faculty, administrative, and other support staff will be reimbursed under the Tuition Assistance Program even if they are not reappointed to the School of Nursing. In order to be eligible for this special treatment, the course must be completed prior to either the beginning of an unpaid leave of absence or the last day of paid employment."

Coordinators will discuss this in their functional areas.
N. Petzold will not announce this at Faculty meeting.

B. Jeanne Campbell Teague has been appointed to the Nursing School Advisory Council as representative of the School of Nurisng Alumnae Association.

C. Inventories of supplies and equipment for science and nursing laboratories will need to be prepared, together with notation of their storage locations, and copies sent to Dr. Nancy Watts and to Joseph McCue among others.

D. Recent telephone monthly printouts for two months were briefly discussed.

E. Miss Petzold's recent letter, to members of the Alumnae Association, announcing pending phase-out of the current program, has been received by some of them.

F. Use of space in residences for other than housing: Several meetings for specific planning have already been held by N. Petzold, Y. Mamone, and others directly involved.

III. Reports: None

IV. Old Business:

A. Projected use of space for services currently housed in Walcott House: N. P. has requested 13 rooms in Bartlett Hall for the use of Student Personnel Services (one of these, a duplicating room). In addition, office space for evening instructors in third level nursing is desirable there, rather than in Ruth Sleeper Hall.

By June 1, office space for 31 people now in Walcott must be found; (by September 1, the number will be 29).

Renovation in RSH (constructing partition walls) should start by April 1, to be ready for the interim (May 25 - August 27).

During the week of August 27, 1979, teachers returning from vacation should move into their "permanent" offices. Third-year classes begin September 10; second-year, September 4. A place for registration must be found.

The rest of the meeting was devoted to discussion of detailed projected plans presented by Miss Petzold.

This discussion will be continued in another meeting this afternoon, 1:30 to 4:30 p.m.

Helen Sherwin
Acting Secretary

HS:avp
January 3, 1979

1/31/79 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: January 17, 1979

Time: 9:45 a.m. - 1:00 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, and H. Sherwin

Agenda

I. Minutes of Previous Meeting

A. The Minutes of Jan. 3, 1979 10:00 a.m. to 12:15 p.m. were accepted with the following correction: page 2, item E.: correct to include Miss Petzold's and Mrs. Anderson's (President of the Alumnae Association) recent letter.

B. The minutes of Jan. 3, 1979 1:30 - 5:30 p.m. were accepted as circulated.

II. Announcements

A. From Department Head Meeting on Friday, Jan. 12, 1979, N. Petzold reported that there was concern expressed by Dr. C. Sanders and M. Mcdonald regarding the high number of vacancies which exist in the Nursing Department. There will be a forthcoming proposal related to this concern.

B. Y. Mamone reported on a recent "communique" defining the responsibilities of the Walcott Desk Staff in the Disaster Plan which involves notifying six individuals or areas when requested by evening and night Communication's Center Supervisor.

C. D. Mahoney reported on the class which Miss G. DiMaggio taught to the Senior Class. Miss DiMaggio was very encouraging to the seniors regarding employment in the Nursing Department after graduation from the program. Discussion ensued related to nursing employment opportunities and salaries.

III. Reports

A. None

IV. Old Business

A. Review of Functions of the Coordinator of Curriculum and Program Development

1. Frances Gibbons, who has been appointed to the position, updated the group on her current responsibilities. At this point in time, she plans to devote approximately 10-12 hours per week to the responsibilities of the Coordinator position.

2. It was agreed ~~that~~ and the IRC H. Sherwin would continue to oversee the Library and Y. Mamone, the functions of P. Galvin for the ~~next several months~~ till the end the School year, and H. to oversee the functions of E Griffin + Hall

3. The following specific responsibilities and tasks were distributed:

a. Submission of budget.

b. Compliance with requirement of signed contracts in late summer or early fall.

c. Textbooks and manuals.

d. Initiate review of Pre-Graduation Questionnaire.

e. State Board Applications -Meeting (April).

f. Verification of State Board Applications.

g. Revisions for Faculty Manual.

h. Form Revisions.

i. Faculty Orientation, Faculty Data Sheets, and Booking of Classrooms.

j. Faculty Development Programs.

k. Monthly Student Count: Y. Mamone will continue this for the time being.

l. Maintenance Contracts - Frank White

B. Relocation to Ruth Sleeper Hall

1. N. Petzold presented a chart of relocation of faculty and staff from Walcott House to Ruth Sleeper Hall.

2. N. Petzold stated that Coordinators should be compiling data regarding exact space needs for each office. Are current furnishings and equipment suitable for future needs and the relocated space?

IV. B. continued

3. Plans need to be made for conference room furniture, kitchen appliances, etc.

V. New Business

A. Faculty Development Program

1. It was generally agreed that Faculty Development Program should continue.

2. F. Gibbons suggested that each functional area should be requested to have input to the topic and the consultant involved.

3 3. It was then suggested that some faculty may wish to develop programs.

4. All suggestions should be channeled to F. Gibbons.

B. Space Planning

1. N. Petzold updated the group on recent developments in Space Planning and Relocations.

VI. Future Meetings

A. Jan. 31, 1979, 10:00 a.m. - 12:00 noon.

B. Feb. 7, 1979, 1:00 p.m. - 4:00 p.m.

Respectfully Submitted,

Yolanda M. Mamone
Secretary, Pro Tem

YMM:avp

IV. B. continued

3. Plans need to be made for conference room furniture, kitchen appliances, etc.

V. New Business

A. Faculty Development Program

1. It was generally agreed that Faculty Development Program should continue.

2. T. Gibbons suggested that each functional area should be requested to have input to the tools and the committees involved.

3. It was then suggested that some faculty may wish to develop programs.

4. All suggestions should be channeled to T. Gibbons.

B. Space Planning

1. N. Petzold updated the group on recent developments in Space Planning and Relocations.

VI. Future Meetings

A. Jan. 31, 1979, 10:00 a.m. - 12:00 noon.

B. Feb. 7, 1979, 1:00 p.m. - 4:00 p.m.

Respectfully Submitted,

Yolanda T. Simone
Secretary, Pro Tem

YTS:av

Helen Sherwin

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

2/27/79 accepted

Minutes of the Administrative Meeting

Date: January ~~30~~ 31, 1979

Time: 10:00 a.m. - 12:00 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, and H. Sherwin

Agenda

I. Minutes of previous meeting

A. The minutes of January 17, 1979 were accepted with the following corrections:

1. Page 2, IV. 2 - To read - It was agreed that H. Sherwin would continue to oversee the Library and Instructional Resource Center and Y. Mamone, the functions of P. Galvin; and N. Petzold to oversee F. White and E. Yoffe until the end of this school year.

2. Page 2, IV. A. 3. g. - change "divisions" to "revisions"

II. Announcements

A. H. Sherwin announced that M. Veatch has failed the theoretical portion of the Mental Health Nursing course.

B. Y. Mamone announced that J. D'Ambrosio is terminating next Friday to accept another position in the hospital.

III. Reports

A. Y. Mamone gave a progress report on meetings related to Freshman uniforms. Students met with Mr. Dowd and although they are not completely satisfied with the outcome, they feel that some of their questions were answered. Y. Mamone will continue to follow up with the freshman class president and Mr. Dowd.

IV. Old Business:

A. Faculty Workload Policy accepted at the most recent faculty meeting will be circulated.
Action: The following editorial changes were suggested:
1. Eliminate the symbol designating hours
2. Eliminate the word "draft" from the heading
3. Add most recent revision dates to bottom of last page.
F. Gibbons will ask F. White to distribute copies to faculty.

IV. Old Business (continued)

B. Fire Drills

1. N. Petzold suggested that a regular system for periodic fire drills should be developed for all classes. This will be even more sigmificant next year when the population of RSH increases.
Action: The coordinators agreed that such a plan is desirable. They will develop and implement a plan in the future.

C. Space Planning - The remainder of the meeting was devoted to the review of the renovation plans for Ruth Sleeper Hall.

D. Coordinators discussed some of the implications during phase-out for students who do not achieve objectives during various levels of the program.

V. Future meetings
Wednesday, February 7, 1979
1:00 PM - 4:00 PM

Respectfully submitted,

Audrey R. Bradv
Secretary, Pro fem

ARB:avp

Helen Sherwin

2/27/79

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: February 7, 1979

Time: 1:25 p.m. - 4:40 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. Minutes of the January 31, 1979 meeting - not available.

II. Announcements

A. Michael Reese Hospital and Medical Center in cooperation with the Department of Nursing Education, has announced the phase-out of the Diploma Program. The last class will be graduated in May 1981.

B. Some additions/revisions to the Nursing Department Policy Manual have been received. One of these Policies related to Uniform Standards for Nursing Personnel will be shared by coordinators with appropriate faculty.

III. Reports

A. N. Petzold reported that Space Planning is ongoing. Tentative timetable has been set for various moves, renovation and construction. Work on Bartlett will be first; probably in early March. The living room will not be available for meetings, etc. after that date.
Tentative target date for completing move from Walcott to Ruth Sleeper Hall is August 1, 1979.

IV. Old Business

The remainder of the meeting was devoted to further consideration of moving faculty and staff from Walcott to Ruth Sleeper Hall. Particular focus was on determining the adequacy of storage space in Sleeper Hall and the disposition of surplus furniture from Walcott.

V. New Business - None

VI. Future Agenda

A. Ongoing space problems

B. Graduation reception

Meetings Scheduled:
Thursday, February 15, 1979 9:30 AM - 12:00 PM, 1:30 - 4:30 pm.
Tuesday, February 27, 1979 10:00 AM - 12:00 PM

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro Tem

DM:avp

3/14/79 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Thursday, February 15, 1979

Time: 2:10 p.m. - 4:30 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; ~~A~~ F. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Absent: A. Brady

Agenda

I. Minutes of January 31, 1979 were approved as circulated.

II. Announcements

A. The Department of Test Development of the National League for Nursing is in the process of developing a new test intended to assess student's knowledge of pharmacology in clinical nursing. The Senior Class will be requested to participate in the experimental test which will be available after April 9, 1979.

B. Y. Mamone reported that she has been contacted by Westat Inc. regarding the study they are conducting. She will send the information specified by them.

III. Reports

A. N. Petzold reported on the anticipated wage and salary ~~increases~~ adjustments which are to become effective after April 1, 1979.

B. N. Petzold reported on a recent meeting with Ted Hochschwender regarding relocation of faculty and staff to Ruth Sleeper Hall and Bartlett Hall.

IV. Old Business

A. Employment Policies for Members of the Faculty

1. The above policy was discussed in conjunction with the recommendation from the National League for Nursing. There was reference made to the newly revised position description for Instructor and Assistant Instructor, as well as the Criteria for the Evaluation of Diploma Programs in Nursing (5th edition, 1978), and the statement on Continued and Continuing Education for Staff.

IV. A. continued

2. The area of Selection, Appointment, and Promotion within the Employment Policies needs to be reviewed and revised.

3. H. Sherwin volunteered to begin review of the Employment Policies.

V. New Business - None

VI. Future Agenda

A. Next Meeting: February 27, 1979
10:00 a.m. - 12:00 p.m.

Respectfully submitted,

Yolanda M. Mamone
Secretary, Pro Tem

YMM:avp

3/4/79 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Tuesday, February 27, 1979

Time: 10:00 a.m. - 12:10 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. Minutes of January 31 and February 7, 1979 meetings were accepted. (Correction in date of meeting, January 31, not 30.)

II. Announcements: None

III. Reports: Y. Mamone reported briefly on a recent meeting of her staff with Dr. Jacobson.

IV. Old Business: None

V. New Business:

A. Request for promotion: C. Gilroy, from Assistant Instructor to Instructor.

She has had several relevant methods courses, and has taken multiple workshops, courses, and conferences for which she has submitted documentation. She has enrolled for another course.

Action: Unanimously approved, effective February 1, 1979.

B. Emergency overnight housing in Ruth Sleeper Hall: Miss Petzold reported on an episode several weeks ago. A last-minute reservation was after all, not used. (Bartlett Hall was so used, instead.) Several extra blankets will be kept on hand, since this building evidently continues to be regarded as a resource by Building Service.

C. Summaries of student performance, and references to be sent out: Miss Petzold asked that specific reference be made to Nursing Process (as school objectives now mention this) and to its components.

Coordinators will share this concern with faculty who write summaries and references, because current forms do not reflect the term. Evaluation of seniors should indicate that the senior functions beyond the levels of the nursing aide and of the first level.

D. Wages and Salaries: Miss Petzold distributed some relevant material from Dr. Sanders and from Richard C. Daggett, to be distributed this week, which the group briefly discussed.

E. Distributed for later consideration: xeroxed work copies of Proposed Revisions, Employment Policies for Members of the Faculty.

Helen Sherwin
Acting Secretary

Feb. 27, 1979
HS:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

accepted 5/16/79

Minutes of the Administrative Meeting

Date: Wednesday, March 14, 1979

Time: 10:00 a.m. - 12:30 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. Minutes of previous meetings

A. The minutes of February 15, 1979 were accepted with the following correction: p. 1, III. A. line 1 - change "increase" to "adjustment."

B. The minutes of February 27, 1979 were accepted as circulated.

II. Announcements

A. A memo from the NLN Council of Diploma Programs describing the procedure for submitting and processing resolutions for the 1979 Annual meeting was circulated.

B. N. Petzold announced that Lance Hopkins, Director of Operations, has accepted the position of Executive Vice President of the Rhode Island Hospital.

C. H. Sherwin reported appointments with applicants for the open secretarial position in her area. She expects the position to be filled shortly.

III. Reports

A. Y. Mamone reported on the student housing forecast for 1979-1980. The current census is 64 Juniors and Freshman at Bartlett, 59 Juniors and Freshman at 20 Charles Street. There are 111 spaces available at 20 Charles Street and approximately 123 students to be placed. A plan for alternate housing of the overflow is in process.

Action: Following discussion, it was agreed that the specific plans for relocating students be announced at group meetings during the week of April 2, 1979 by Y. Mamone and the residence staff. Bartlett students will need to move the weekend of June 4, 1979. Bartlett students have been told in the past that housing in Bartlett will not be available next year although a specific moving date has not been previously announced.

IV. Old Business

A. Faculty Committee Organizational Plan

1. The copy revised in 1978 includes the change of the name of the library committee. An additional revision dated 9/78 will change the name of the guidance committee to "student life committee". These revisions reflect changes in the bylaws of the faculty organization voted during the 1977-78 school year.

B. Summary for student reference (employment summary)
Action: N. Petzold recommended that the summary form on which the students' school reference is based, be submitted to the evaluation committee for updating and possible revision particularly considering its reflection of the School's objectives. Unanimously supported. H. Sherwin will take this recommendation to the Evaluation Committee this afternoon.

C. The remainder of the meeting was devoted to review, updating the space planning and staffing in Ruth Sleeper Hall. Placement of secretaries and second year faculty groups were considered. The proposal to leave room 48 as a classroom rather than renovated office space at this time seems appropriate.

V. Next meeting - Wednesday, April 4 - 1:30 p.m. - 4:00 p.m. - (did not take place)

Agenda - Employment policy review - educational requirement

Respectfully submitted,

Audrey R. Brady
Secretary, Pro Tem

ARB:avp

6/7/79
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: May 16, 1979

Time: 12:30 - 4:00 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. Minutes of previous meeting

A. Minutes of March 15, 1979 were accepted with the following correction: Change date from March 15, 1979 to March 14, 1979.

II. Announcements

A. Report has been received from Iowa Methodist School of Nursing regarding the information they are collecting about faculty workload. We had provided data for the survey.

B. 17 of the 21 students who were to provide data for the Westat survey, completed the questionnaires.

III. Reports

A. Some discussion has been ongoing regarding an affair for the First Year Faculty whose positions are being phased out. Some funds are available for this. Planning will continue.

IV. New Business

A. An award has been made available for a graduating senior in memory of Denise Donohue (who had been a member of the 1979 Class).
Action: Unanimous support to accept recommendation from the Third Level Nursing Faculty.

B. Staffing for 1979-1980 school year was reviewed.
Some uncertainty still exists in SPS, Maternity, Mental Health, Library, Nursing III (Evenings).

C. Documentation regarding move from Walcott to Ruth Sleeper Hall.
Action: Coordinators will submit all information regarding furniture to N. Petzold by Wednesday, 5/23/79.

V. Old Business

A. N.L.N. recommendation #5 (Jan. 1975) "That required educational preparation at the masters level be specified in the selection policies and in position descriptions of faculty members."

Instructor's job description has been revised to include this.

B. The committee reviewed Employment Policies for members of the Faculty and made revisions and editorial corrections. N. Petzold will pull together a draft of the revisions.

VI. Next Meetings

A. June 4, 1979 1:00 p.m. - 3:00 p.m.

B. June 5, 1979 10:30 a.m. -12:00 p.m.

C. June 7, 1979 1:00 p.m. - 4:00 p.m.

D. Agenda:

1. Proposed Employment Policies for Members of the Faculty
2. Wage and Salary for Faculty
3. Space Planning and Moving
4. National League for Nursing Report

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro Tem

DM:avp

6/7/79
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: June 5, 1979

Time: 10:00 a.m. to 12:20 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. Minutes not available

II. Announcements:

A. Miss Petzold distributed copies of recommendations from the Massachusetts Departemnt of Public Health relative to rubella immunization (May 29, 1979).

Miss Mahoney reported that all students and teachers currently in the Maternity Nursing rotation, who had not been immunized within the year, have been cared for at Boston Evening Clinic: charge, $10.00 each. Next year's Juniors, foreign graduates taking that course, and new teachers must yet be immunized.

B. China to be moved from Bartlett Hall, gift of the Alumnae Association, will be packed by volunteers from the Association, secretaries, and others.

C. Miss Sleeper's portrait has been removed to Ruth Sleeper Hall third floor. closet, Room ~~36~~ 43.

D. Y. Mamone will inquire of local colleges and of the Board of Registration about policies for retaining records of applicants to the school. Miss Petzold cautioned discretion in view of affirmative action policies.

E. Beginning Friday, June 8, 1979, Walcott House Desk will be the focus of the On-Call System.

III. Reports: None

IV. Old Business:
The group completed revision of the Employment Policies for members of the Faculty

V. New Business

A. They also reviewed and revised these statements of the Faculty Manual:

1. Continued and Continuing Education. A. Brady will prepare a paragraph on Orientation of New Faculty Members

2. Statements on Educational Qualifications of Faculty (1972) - to be deleted entirely

3. Leaves of Absence (6/17/76)

4. Holiday Work Permission (8/20/73)

5. MGH School of Nursing Organization Plan (5/78). The 5/78 diagram will be retained since it shows the pattern in effect at the time of the admission of the last class to the diploma program. The corrected plan for 1979-1980 will also be included.

6. Schema of Faculty Positions and their relationships (with the same notation).

7. Criteria and Guidelines, Annual Allocation of Funds for Travel.

B. Still pending:

1. Executive Committee Member On-Call

2. Suggested form for Annual Report for members of the Faculty.

3. Registration

4. Statement of Fees, 1979-1980.

C. Replaced by hospital form: Guidelines to the Writing and Use of Report of Accidents and Unusual Occurances.

D. Delete: Faculty ~~history~~ listing.

VI. Next Meeting Thursday, June 7, 1979:
Agenda:

1. Space plans - names of people occupying space, any corrections or uncertainties

2. Plans for report to NLN.

3. Salary Scale.

Respectfully submitted,

Helen Sherwin
Acting Secretary

HS:avp

6/12/79
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Thursday, June 7, 1979

Time: 2:00 -4:30 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Agenda:

I. Approval of Minutes:

A. The minutes of May 16, 1979 were accepted with the following correction:

1. Page 2, V. B. line 3 - N. Petzold will pull together a draft of the revisions titled - selection, appointment, promotion and evaluation. H. Sherwin agreed to pull together the other revisions proposed by the committee.

B. The minutes of June 5, 1979 were accepted with the following correction:

1. Page 2, V. D. - correct to read: Delete: Faculty listing

II. Announcements

A. N. Petzold circulated copies of the proposed charges for 1979-1980 which were submitted to K. Bander and the Board of Trustees.

III. Reports

A. Progress report - planning and moving

1. N. Petzold reported that classroom furniture will be moved from the following areas:
Walcott House G 1 to Ruth Sleeper Hall #50
Ruth Sleeper Hall #50 to Ruth Sleeper Hall #34
Walcott House G 2 plus 2 tables from Ruth Sleeper Hall #5A to Ruth Sleeper Hall #32

2. Medical Arts (commuter lounge) will be furnished to serve as a conference room.

IV. New Business

A. Tentative schedule of Administrative staff time away June 1, 1979 - November 1, 1979

Also, June 26 - July 2 inclusive

F. Gibbons - August 3 - August 27, 1979 vacation
D. Mahoney - July 30 - August 20, 1979 vacation
MNA convention 10/4 and 10/5.
H. Sherwin - July 30 - August 27, 1979 vacation
Y. Mamone - June 25 - July 2, 1979 vacation, Fall uncertain
A. Brady - vacation after September 24, 1979 - October
N. Petzold - 4 weeks, ? after July 16 depending on moving schedules and other commitments

B. Plan for preparing NLN phase out report for Board of Review
The Committee discussed possible ways and means of preparing the report.
Subject to further review of materials by Committee members, the Committee agreed to the following:

1. In responding to the letter from the NLN and in addressing the recommendations from the Board of Review January 1975, the categories identified in "the criteria for the evaluation of diploma programs in nursing" will be used to head each section of the report.

2. Narrative under each section will provide update information for past report, response to appropriate recommendations and plans for phase-out as requested in recent letter from NLN-CDP.

3. Administrative staff will review 1974 Report of self evaluation, prepared by the School, criteria for evaluation of diploma programs and will consider questions regarding the desired scope of the report, need for additional information or plans and the need for involvement of members of the faculty and staff in the actual preparation of some sections of the report.

4, N. Petzold will circulate to Administrators copies of "Criteria for the evaluation of diploma programs in nursing."

C. Schedule of future meetings:

Tuesday, June 12, 1979 - 1:00 PM - 3:00 PM
Thursday, June 21, 1979 - 11:00 AM - 12:30 PM
Wednesday, June 27, 1979 - 9:00 AM - 11:30 AM

Respectfully submitted,

Audrey R. Brady
Secretary, Pro Tem

ARB:avp

6/21/79 Accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Tuesday, June 12, 1979

Time: 1:00 - 3:40 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone, H. Sherwin

Agenda

I. Approval of Minutes

A. The minutes of June 7, 1979 were accepted with the following correction: Pg. 2 C. Change June 12, 1979 meeting to 1-3:30 p.m.

II. Announcements

A. The remaining Maternity Instructor vacancy has been filled. Mental Health Nursing and Third Level evening instructor vacancies still exist.

B. Y. Mamone will consider combining extension 3141 with another phone in the SPS area.

III. Reports - None

IV. Old Business

The remainder of the meeting was devoted to planning for the preparation of the School's phase-out report for the NLN. It was agreed that the format of the NLN Criteria for the Evaluation of Diploma Programs in Nursing and Towards Excellence in Nursing would be the most appropriate to use. This was confirmed by K. Brim from the NLN. Steps taken to meet NLN recommendations (Januray 1975) which were made after the 1974 NLN visit will be specifically addressed as well as recent significant changes and accomplishments.

A. Philosophy and Objectives

1. Initial statement regarding plan for phase-out and reason for this.

2. In Philosophy and Objectives section include responses to Recommendations (1-3)

3. Criteria #1 Response to recommendation (1 and 2)
In addition to objectives for students which were in behavioral terms, we previously had objectives of the faculty and administrative objectives. Objectives were revised by the Faculty in August, 1978 and June 1979. Philosophy was revised by the Faculty in 6/77 and 3/79. Objectives continue to be written in terms which can measure the behaviors of the graduate.

4. Criteria #2 - Philosophy and Objectives continue to be in accordance with philosophy and educational objectives of the governing body.

5. Criteria #3 - Response not necessary

6. Criteria #4 - Response to recommendation (3) Settings in which the beginning graduate are expected to function are defined in Objectives of the School (Purpose and Central Objectives (6/79).

7. Criteria #5 - Questionnaires regarding competencies continue to be sent out to graduates and employers one year after graduation. Review to be sure the questions are related to revised school objectives.

8. Copies of new philosophy objectives and statement on degree granting authority and vote to implement new program are to be included in report.

B. Administration and Organization

1. In Administration and Organization section include responses to recommendations 4-9.

2. Criteria #1 - The Hospital has formally indicated it's support of the School until the last class graduates in June 1981.

3. Criteria #2 and #3 - Response not necessary.

4. Criteria #4 - Possibly include appointment of Title IX Coordinator, documented grievance procedure.

5. Criteria #5 - Response to recommendation (4) and include new Organization Plan and Faculty Schema (revised 6/76 and 5/78).

6. Criteria #6 - Budget is sufficient for phase-out.

7. Criteria #7 - Additional response to recommendation (4) indicating that careful consideration was given to this and we feel that there is both a contractual relationship and a cooperating relationship with the MGH Department of Nursing.

8. Criteria #8 and #9
The phase-out plan for faculty, staff retention which was done in 1978 can be used here with additional comment indicating an exceptionally small student-faculty ratio will help to provide well planned and supervised learning experiences for students.

9. Criteria #10 - Respond to recommendations (5 and 7). New job descriptions for Instructor/Assistant Instructor (12/78) and employment policies revised (5/79) which specify master's level preparation requirement.
Performance standards for teaching faculty have been prepared (9/78) and are used in conjunction with the Hospital's newly implemented (1977) merit evaluation system. Include new materials in report. Faculty data sheets continue to be prepared annually by each faculty member.

IV. B. 9. (continued)
Data on faculty workload was collected and the Policy revised and approved by the faculty (1/79).
The narrative in 1974 report can be used as a guide in writing this section of new report.

10. Criteria #11 - Respond to recommendation (6)
Separate job descriptions have been written for Instructors and Assistant Instructors. Much consideration given to this with decision to leave all but qualifications the same. In report this will need explanation. Include job descriptions.
New Position - Associate Librarian
Deleted Postions - Admissions Officer and Secretary.

11. Criteria #12 and #13 - Include information regarding exceptions made for Educational Leaves and Tuition reimbursement when faculty positions are phasing out, information on adaptations in Maternity Leave and liberal policies for allowing faculty to obtain educational preparation for future positions.

12. Criteria #14 - Respond to recommendation (8)
Bylaws carefully reviewed in June 1975 and faculty was unclear as to the meaning of recommendation since the bylaws clearly describe responsibility of the faculty organization for all aspects of the School. The frequency of meetings was added for all committees.
Bylaws are reviewed and revised annually.
Ad hoc committees are reviewed annually to determine need to continue.

13. Criteria #15 - Response not necessary

14. Criteria #16 - Appropriate groups (ie schools, guidance counselors, etc.) were informed of school phase-out and discontinuance of recruitment. Include copy of letter.

15. Criteria #17 - AREA TO WORK ON!
Can use narrative in 1974 Report as a guideline - We must look at record - system, plans for all records, grades, catalogues, transcripts, manuals, etc.

16. Criteria #18 - Response not necessary.

17. Criteria #19 - Respond to recommendation (9)
Catalogue has been revised several times since 1975. Philosophy and Objectives are now included. New catalogue for 1979-81.
A supply will be kept on hand and every student will receive one.

C. Criteria for sections on Faculty, Students, Curriculum and Resources and Facilities were briefly reviewed.

1. It is important that input from First Year Faculty is obtained before their departure in July with special attention to recommendation (12).

IV. C. (continued)

2. Y. Mamone will provide information about student services.

3. Recommendation (16) will be responded to under Resources and Facilities section.

V. New Business - None

VI. Future Agenda

A. Continued work on NLN Phase-out Report

B. Continued work on moving plans

Next Meeting - June 21, 1979 Thursday, 11:00 AM - 12:30 PM.

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro Tem

DM:avp

7/3/79 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Thursday, June 21, 1979

Time: 11:00 a.m. - 12:40 p.m.

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone H. Sherwin

Place: Ruth Sleeper Hall, First Floor Conference Room

Agenda

I. Approval of Minutes

A. The minutes of June 12, 1979 were accepted as circulated.

II. Announcements

A. J. Vaccarino is overseeing the removal of the grandfather clock at 20 Charles St. It will be refurbished and placed in the hospital.

B. N. Petzold reported on the specific plans for removal of surplus equipment, furniture, etc. The first stage of the move is to remove the surplus materials from the buildings undergoing renno-vation and/or moves of personnel.

C. The deadline of June 29, 1979 has been established for the necessary moving within R.S.H. classrooms. Teachers using R.S.H. classroom space should confirm space with F. White.

D. T. Hochschwender and his contractors will take care of removing sinks and wall cabinets for areas in Ruth Sleeper Hall to be rennovated and/or prepared for future utilization.

E. All items which are to be moved have to be labeled without exception. This includes furniture which is being moved from one room to another on the same floor.

III. Reports - None

IV. Old Business

A. The Move

1. C. Cassanos and D. O'Neil will write labels and label desig-nated furnishings in room 38, 39, and 34 in R.S.H.

2. Details of the move from Walcott G 1, G 2, 204, and 202 were reviewed for labeling purposes.

V. New Business

A. Secretarial Coverage

1. Some discussion ensued regarding the realignment of clerical and secretarial responsibilities for those secretaries who are currently responsible to D. Mahoney, F. Gibbons, and H. Sherwin.

IV. Future Agenda

A. Next Meeting

1. June 26, 1979 9:00 a.m. - 12:00 noon

2. National League for Nursing Report.

Respectfully submitted,

Yolanda M. Mamone
Secretary, Pro Tem

YMM:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

7/3/79
accepted

Minutes of the Administrative Meeting

Date: June 26, 1979

Time: 9:15 a.m. - 12:00 noon

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney

Absent: H. Sherwin, Y. Mamone

Agenda

I. Minutes - None

II. Announcements - None

III. Old Business

A. Review of faculty manual
The following sections were reviewed, corrected or updated:

1. Section VI
General policies about classes
Information for students relative to curriculum
Definitions
Attendance policy
Request for absence
Policies and form for course outline
Numbering of courses
Purchasing of text
Information concerning student permanent record
Forms A, B, C, D-1, D-11, E
Transcript profile
Permanent record card
Clinical laboratory hours
Delete - Summary course hours
Delete - reference materials

Unfinished
Bulletin Boards pg. 4 (General policies about classes)
Level Objectives

2. Section VII
Progression, Promotion and Grading policies
Philosophy of Evaluation
Purpose of grades
Grades and grading policy
Honors
Warning
Course points and Q.P.A.
End of year student reference summary

III. A. (Continued)

3. Section VIII
(Review done by library staff)

4. Section IX - Facilities
Unfinished

B. N.L.N. phase-out report plan (continued)

1. Faculty

a. It was agreed to include plan for staffing during phase-out. (names, titles, degrees, date of termination.)

b. Include new selection, appointment, promotion and evaluation statement.

c. Include general paragraph discribing courses taken for credit, participation in continuing education.
? Based on expenditures - travel and tuition aid and faculty data sheets.

2. Student (section under review by S.P.S. staff)

a. update information supporting criteria #3

b. Discuss further criteria #5 and 6 (retention of essential services during phase-out).

3. Curriculum

a. Include overall curriculum plan

b. Level objectives (new)

c. Respond to NLN recommendations #10 and 11.

d. Paragraph describing planning with cooperating agencies for termination of contracts during phase-out and provisions for adequate experiences in the interium.

4. Resources and Facilities

a. combine with Curriculum 4 d

b. Faculty workload policy (ratios) to be included

c. Budget for accessions (A-V and library) continuing paragraph speaking to this

III. B. (continued)

5. Response to specific NLN recommendations and letter:

   a. Include revised organizational chart

   b. Recommendation #12 - Paragraph describing changes since last visit. Rationale for courses that have changed and those that have not. (Science, Professional Adjustments, Dimensions of Nursing)

   c. Document compliance with #14 and 15.

6. Record

   a. Maintenance, security and future provisions to be discussed, plans formulated and recommendations made to administration.

Planning yet to be acomplished

1. Determine who will be responsible for compiling data

2. Review timetable of phasing out of positions.

3. Decide scope of data regarding continuing education.

4. Records - refer to ad hoc committee on records and historical materials for recommendations.

Next meeting July 3, 1979 - 10:00 a.m. - 12:~~00~~ 30 p.m.

Respectfully submitted,

Audrey R. Brady
Secretary, Pro Tem

ARB:avp

III. 3. (continued)

7/10/79 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Tuesday, July 3, 1979

Time: 10:00 a.m. - 12:45 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, H. Sherwin,

Absent: Y. Mamone

Agenda

I. Minutes were accepted:

A. of June 26, 1979 with this correction:
page 3, last sentence: ". . . meeting time 10:00 a.m. - 12:30 p.m."

B. of June 21, 1979 were accepted as distributed.

II. Announcements

A. Moving: Miss Petzold reported on progress and plans.

B. Miss Petzold has recently discussed with a lawyer the responsibilities of coordinators, in regard to the National Labor Relations Act, as he inquired about them.

C. Increases in salary for employees in certain technical and clerical positions have been confirmed, effective in checks issued July 12.

D. In the absence of Carol Reynolds, students will be cared for at Staff Clinic, having secured their records.

III. Reports - None

IV. Old Business

A. Preparation of report to National League for Nursing, 10 copies of which are due December 28, 1979 in New York City: Given the fact of heavy Christmas mail, this should be completed and sent off early.

(See also minutes of June 26, 1979 and of June 12, 1979.)

A suggestion: that the procedure of compiling the report be the same as in 1974, coordinators and director assuming responsibility for different sections, preparing a draft to be submitted to the group for review and evaluation, with amplification and assistance for others as needed. Vacation schedules will diminish the time available for group work.

IV. A. (continued)

D. Mahoney and A. Brady: Criteria Section on Faculty, Administration and Organization #8-15, and NLN Recommendations #5, 6, 7, 8.

Y. Mamone: Students; Administration and Organization Criteria #19 (Code of Conduct, Student involvement in policy making)

N. Petzold: Administration and Organization, #1-7, 16, 19 and Rec #4.

F. Gibbons with coordinators course chairmen, and co-chairmen of Curriculum Committee: Criteria section on Curriculum, and NLN recommendation #10-15, and goals for remaining two years.

F. Gibbons with librarians and Mrs. Soraghan: Criteria on resources and facilities #1, #2 (will have been included with Faculty and Curriculum) and NLN recommendation #16.

H. Sherwin: Philosophy and objectives, Criteria #1-5, and recommendations #1-3 (January 1975). Introductory statement (a phase-out report). Administration and Organization, Criteria #17.

A time table for these will be established at the next meeting. The final draft must be ready by mid-November for typing.

Next meeting: Tuesday, July 10, 10:15-12:30 p.m.

Agenda: still to be considered:

1. Faculty Manual
2. Bulletin Boards
3. Charges for courses next year
4. Secretarial task assignments
5. Qualifications and salaries within the new ranges
6. Target dates for NLN report preparations

Helen Sherwin
Acting Secretary

July 3, 1979
HS:avp

9/19/79 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Tuesday, July 10, 1979

Time: 10:15 a.m. - 12:00 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, Y. Mamone
H Sherwin (~~secretary?~~)(?)

Agenda

I. Minutes of July 3, 1979 were accepted with the following correction:
Pg. 2, IV, A. N. Petzold: Administration and Organization
#1-7, 16, 19 and Recommendation #4

II. Announcements

A. Y. Mamone will check with R. McDonald regarding the disposition of the vase and cane back chairs in Walcott Living Room.

B. Y. Mamone has checked the prices of the Lenox China with De Scenza's Jewelers: plate $7.20, cup and saucer $15.20. It is discontinued pattern. She will also talk with Annie Galbraith in MGH dietary and Cooldy's China Ware Co. to find out if either are interested in it.

C. The preserved fetus from A & P Lab and the fire blanket from Chemistry Lab are missing.

D. A. Brady has checked the number on rooms in RSH and made a plan for labeling of any that are not currently labeled.

E. There is still some surplus furniture in the Commuter Lounge and some cabinets in the basement. N. Petzold has requested of Joan Clegg and Mark Pecor that it be removed this week.

F. A plan needs to be made for the removal of surplus furniture from RSH offices before the move from Walcott takes place.

G. In Miss Petzold's absence, Joan Clegg will contact Y. Mamone or A. Brady regarding moving plans.

H. James O'Donnell will be appointed as Coordinator of Student Personnel Services effective September 1, 1979.

J. The requisition for a Counselor has been submitted.

III. Reports
Combined with II. Announcements

IV. Old Business

A. The remainder of the meeting was devoted to discussion of the assignment of secretarial responsibilities after the move from R.S.H.

1. During the summer, the assignments will remain basically the same, except that M. Belanger will not do the class schedules and any remaining 1st Year work will need to be reassigned after M. Vogel's termination.
Action: It was agreed that P. Galvin will do the 2nd Year class schedules and the Nursing 171-172 Course outlines. C. Cassanos will do the 3rd Year class schedules. Any additional 1st Year work will be distributed as appropriate, probably to P. Galvin or C. Cassanos.

B. Secretarial Vacation Plans for the Summer.

A. VerPlanck	July 16-27
E. Yoffe	August 6-27
D. O'Neil	Here for summer - off one week in Sept.
N. Kumpf-Crownover	July 30- August 8
M. Belanger	Occasional Days
C. Cassanos	None
P. Galvin	Mondays

C. Secretarial/Staff responsibilities as of Sept. 1, 1979:

1. D. O'Neil will do all Second Year materials.

2. C. Cassanos will do all Third Year materials.

3. Other responsibilities to be assigned:
Mail pick up and distribution for RSH offices
Commuter mail boxes
Outgoing mail
Ordering office supplies
Maintaining supply of standard school forms
Materials for Coordinators without an assigned secretary
Requests for maintenance and repairs in RSH
Overseeing key Board in office #18
Maintenance of mimeograph and duplicating machines in room #13
Minutes and other committee materials
Maintenance of various bulletin boards

These responsibilities were generally discussed with some suggestions of specific assignments and pooling.
Action: Continue discussion

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro Tem

DM:avp

10/17/79 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Committee

Date: Wednesday, September 19, 1979

Time: 9:00 a.m. - 12:00 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda

I. Minutes of the July 10, 1979 meeting were accepted with the following corrections:
pg. 1 present add Helen Sherwin
pg. 2 IV A to the discussion of the assignment of secretarial responsibilities.

II. Announcements

A. D. Mahoney reported back to the Alumnae Association the Executive Committee decision to hold the Homecoming Tea at Ruth Sleeper Hall.

B. Secretaries and Staff on vacation:

1. Debbie O'Neil will be on vacation Sept. 24 - Oct. 3.

2. Carol Cassanos will be away Oct. 1, 12 and 15.

3. F. White will be on vacation Oct. 9 - Oct. 29.

C. Susan Burke, new secretary to J. O'Donnell will be starting her new responsibilities with the school on Monday, September 24, 1979. S. Burke's hours will be Monday - Friday 8:30 a.m. - 5:00 p.m.

D. N. Petzold inquired about contracts for clinical spaces both within MGH and for outside agencies. Coordinators were asked to make sure that all contracts have been returned and signed. Coordinators will check in their areas to see if all the contracts are in to the school and signed. F. Gibbons will collect a set of contracts for her files.

III. Reports

A. Students will not have school on Monday Oct. 1 due to the visit of Pope John Paul II to Boston. All clinical and class assignments will be rescheduled by the individual teaching areas.

III. (continued)

B. Dr. Haynes called Miss Petzold after reading the annual report of the Ad Hoc Committee on Historical Materials and Records. He expressed an interest in keeping the portraits of Miss Johnson, Miss Sleeper, Miss Parsons, and Miss McCrae within the Education Division. He also felt that the school records should be kept intact and within the Education Division as valuable resource materials for educational research.

C. Related to school records, Miss Petzold noted that E. Kilcoyne will need to report to the committee what financial aid records will need to be kept for a possible audit after the phase-out of the current program. Additional questions included- What are the federal regulations concerning storage and how long the records will need to be kept.

D. The Coordinators reported to Miss Petzold that feedback from faculty and staff about the new wage and salary program has been generally positive. Audrey Brady noted that performance standards (for teaching faculty) have been very helpful to faculty in delineating expectations. N. Petzold added that the job descriptions have also been helpful in this report.

IV. Old Business

A. Secretarial Workload for the 1979-80 school year (see July 10, 1979 minutes)

1. The areas of discussion included:
   a. Responsibilities for Committee Minutes
   b. Ruth Sleeper Hall maintenance work supervision
   c. Typing of the Annual Reports for Bylaws and Evaluation Committees
   d. Update of the 1st year course outlines
   e. Mail pick up and delivery for Ruth Sleeper Hall
   f. Discussing the new assignments with the secretarial staff and meeting with them for their input.

2. A Suggested Committee Minute Assignments included:
   M. Belanger - Student Life, SPS
   S. Burke - Financial Aid
   C. Cassanos - Bylaws, and Evaluation Committees
   P. Galvin - Curriculum Committee
   D. O'Neil - Social Activities Committee, Ad Hoc Committee on Historical Records and Materials
   A. VerPlanck - Executive Committee, Administrative Committee Faculty Meeting Minutes, Learning Resources Committee and IRC newsletter

Action: These assignments were unanimously approved.

IV. A. (continued)

3. The following assignments were also suggested:
   C. Cassanos - 3rd level schedules and area minutes
   D. O'Neil - 2nd level schedules and area minutes
   P. Galvin will check heat in classrooms when she comes in and call the refrigeration department if heat is needed.
   The secretaries will be responsible for purchasing office supplies and distributing office materials from Room 30 for the areas they are responsible for.

Action: These suggestions were unanimously approved and other assignments such as mail delivery and building maintenance will be discussed with the secretaries for their input.

B. Follow up on preparation for the Accreditation Report

The Discussion included:

1. The Administrative Committee will review handwritten rough drafts before final copies are typed.

2. School of Nursing secretarial staff will type appropriate sections of the report as they are ready and as the secretaries are available.

3. Faculty will be informed that typing of the NLN report will be priority item for the month of November - November 15 will be the deadline for the typing of the final copy; and December 1 will be the target date for mailing out the final copy.

V. New Business - none

IV. Future Agenda:

A. Feedback from the Coordinators meeting the secretaries regarding secretarial responsibilities and work distribution.

B. Continued discussion on the final date for awarding diplomas.

C. Continued work on the NLN phase-out report

Next meeting Thursday, October 17, 1979, 9:00 a.m. - 12:00 p.m.

Respectfully submitted,
James O'Donnell
Secretary, Pro Tem

JO:avp

MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING 10/24/79 accepted

MINUTES OF THE ADMINISTRATIVE COMMITTEE Staff

DATE: Wednesday, October 17, 1979

TIME: 9:00 a.m. - 12:15 p.m.

PLACE: Ruth Sleeper Hall, First Floor Conference Room

PRESENT: N. Petzold, presiding; F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

ABSENT: A. Brady (vacation)

AGENDA:

I. Minutes of the September 19, 1979 meeting were accepted as circulated.

II. Announcements:

A. A memo from Douglas Geister, Director of Personnel, to all Department Heads states that many applicants for work study programs are available and suggested the investigation of the possible need for the services of these people in the departments.

B. The United Fund Drive has begun. Cards will be distributed and are to be returned by October 31, 1979.

III. Reports:

A. A meeting was held with three secretaries in Ruth Sleeper Hall and three coordinators regarding the secretarial workload for the 1979-80 school year. Some follow up will need to be done in certain areas.

B. J. O'Donnell reported that Elizabeth Kilcoyne, Financial Aid officer, sent a memo to Helen Sherwin, Chairman, Ad Hoc Committee on Historical Materials and Records regarding storage of Financial Aid records after the program is phased out. Storage space will be needed for one large safe and file drawers used for financial aid records. Financial Aid records will have to be retained for five years after the 1980-81 fiscal operations report is filed with the Office of Education approximately October 1981.

IV. Old Business:

The remainder of the meeting was devoted to a discussion of the Phase-Out Report for the National League for Nursing. Attached is that part of the report which was reviewed and revised.

V. New Business: None.

VI. Future Agenda:

Continued work on the NLN Phase-out Report

Next meetings are scheduled for:
Wednesday - October 24, 1979, 2:00-4:30 p.m.
Wednesday - October 31, 1979, 9:00 a.m. - 12:00 noon.

Respectfully submitted,
Frances Gibbons, Secretary Pro Tem

AFG:EY

11/7/79
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: October 31, 1979

Time: 9:00 A.M. - 12:30 P.M.

Place: Outer Faculty Lounge, Ruth Sleeper Hall

Present: N. Petzold, presiding; A. Brady, F. Gibbons, J. O'Donnell H. Sherwin

Absent: D. Mahoney

Agenda

I. The minutes of October 24, 1979 were accepted with the following corrections:

a. Correct title to read - Minutes of the Administrative Meeting

b. IV. A. 1. - Old Business - correct second sentence to read - The single paragraph: "1.2 Purposes," will be included in the body of the report.

II. Announcements - none

III. Reports - none

IV. Old Business

A. Preparation of NLN report continued:
1. Introduction and Philosophy and Objectives section (first 7 pages)
a. Format
1. It was agreed that the legend throughout the report will will be double spaced.
2. Direct quotes and recommendations from the 1975 report will be single spaced.
3. Report will have a title page, table of contents followed by the introductory narrative.

B. Materials ready for final typing
1. Introduction
2. Philosophy and Objective statements with editorial corrections:
Page 1 - recommendations - indent and single space

Page 2 - write out - "fifteen months"

Page 3 - paragraph 2 - write out "five applicants"
paragraph 3 - to read - For the School year 1979-1980, all faculty positions have been filled, and as in the past, with qualified individuals.
paragraph 3 - double space sentence 2.

IV. B. 2. (continued)

Page 4 - paragraph 2 - to read - "One of the four . . ."
paragraph 5 - correct statistics second sentence: "As of September 1979, the total student enrollment is 155, (73 Juniors and 83 Seniors).

Page 5 - O.K. as typed

Page 6 - Add to list under To Be Retained Full Time Until Final Phase Out In 1981
Residence assistants; 4.4 full time equivalents to provide twenty-four hour desk coverage.

C. The remainder of the meeting was devoted to review and modification of the section on Administration and Organization criteria 8-15, Faculty section 1-3, Resources and facilities 2b. and 1975 NLN recommendations #5, 6, 7, 8.
(See attached tentative restatement of sections based on committee discussion and revisions by D. Mahoney and A. Brady.

Follow-up

1. Faculty development programs - F. Gibbons, D. Mahoney and A. Brady
2. Student section - criteria 1 - J. O'Donnell - review catalog statement and plan for input from appropriate persons.
3. Faculty educational preparation - verify with F. White
4. Student section - first draft assembled - J. O'Donnell
5. Records - statements and material available to date - H. Sherwin
6. Completion of statement on plans to provide "make up" within a designated time period for students who do not complete program by regular graduation date. - Statements for Second and Third Year to be finalized at Executive Committee on Monday, November 5, 1979.
7. Statistical data for section on faculty continuing education - B. Fitch

Next Meeting
Wednesday, November 7, 1979
from 2-5 P.M.

Respectfully submitted,
Audrey R. Brady
Secretary, Pro Tem

ARB:avp

10/31/79
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Staff

Minutes of the Administrative Committee

Date: October 24, 1979

Time: 2:15 - 4:50 p.m.

Place: Outer Faculty Lounge, Ruth Sleeper Hall

Present: N. Petzold, presiding; F. Gibbons, J. O'Donnell, D. Mahoney, H. Sherwin

Absent: A. Brady (vacation)

Agenda

I. Minutes of October 17, 1979 were accepted as circulated.

II. Announcements

A. Job classifications for some Library Staff have been changed to:
R. Kravitz - Palmer-Davis Evening Librarian
G. Jorgensen - Assistant Librarian

III. Reports
N. Petzold and D. Mahoney have discussed with Dr. Haynes the issues related to the completion of the program by students who may have a delayed progression during the final year of the program.
He endorses the concept that every consideration should be given to the development of a plan for students to complete the program. The Education Division will help in any way possible, i.e. resources, facilities, commitment to faculty etc.

IV. Old Business

A. The major portion of the meeting was devoted to ongoing preparation of the NLN Phase out report.

1. There are new Bylaws of the Corporation of the Mass. General Hospital (May 1978) which are basically the same but worded differently. The single page: Revised Charter, Purposes, Facilities and Seal will be included in the body of the Philosophy and Objectives section of the Phase-out report.

2. Several of the stencils for materials to be included with the report seem to be missing. F. Gibbons will check with F. White to see if he has them. For those that cannot be located, copies will be made through the print shop.

3. Prepared narrative for report is attached to these minutes.

V. New Business

A. Secretarial coverage during the phase out period was discussed and the previous plan revised to assure that an adequate number of secretaries are retained to meet the needs of the students and the school.
A recommendation was made and seconded that the Recording Secretary position be retained full time until the summer of 1981 with some revision in job responsibilities.
Action: Unanimously approved.

VI. Future Agenda

Ongoing preparation of NLN Phaseout report

Future Meetings Scheduled:

October 31, Wednesday	9 a.m. - 12 p.m.
November 7, Wednesday	2-5 p.m.
November 14, Wednesday	2-5 p.m.

Respectfully submitted,
Dorothy Mahoney
Secretary, Pro Tem

DM:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, November 7, 1979

Time: 2:00 - 5:35 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda

I. Minutes of October 31, 1979 were accepted as circulated.

II. Announcements

A. Miss Petzold has talked with Cheryl Stetlar and Carol Rinehart about the School policies relative to No Smoking in this building. Signs have been posted in halls and several rooms. She mentioned also the periodic (fire) drills.

III. Reports: None

IV. Old Business:

A. Ellen Howland, president, Diploma Nurses Association, has written Miss Petzold about the videotape project which this School had agreed some time ago to support, and about materials for a brochure in preparation. Miss Howland asks for photographs of students for the latter. J. O'Donnell and J. Canavan will examine our collection.

B. Mechanics of the phase out report to the NLN Board of Review, Council of Diploma Programs:

The group agreed that the report should be placed in covers secured with brads, similar to those we used in 1974, with a left margin of about 1½ inches.

For the most part, the insert pages will be printed. The narrative will be mimeographed on one side of the page. Collating and numbering of pages by hand will be final steps, as will be the preparation of the Index.
The number of inserts must soon be ascertained in order to enable planning by the Print Shop.

Identification of the pages where the 1975 recommendations by the Board of Review are addressed is also a necessity.

C. Phase out report itself: The group reviewed the second draft of Administration and Organization (recommendations 5, 6, 7, 8, and provisions for retention of the faculty).

A narrative for criteria #16 is in preparation.

IV. C. (continued)

The group also reviewed a narrative for criteria # 17 and specific plans for the maintenance of records pertinent to the School and each graduate.

The group also examined briefly materials presented by J. O'Donnell about admissions, promotion, graduation, withdrawal, and transfer.

D. (See attached pages for revised narrative.)

V. New Business: None

IV. Next meetings of this group:

Wednesday, November 14	10:00 - 12:00 noon
Thursday, November 15	10:00 - 12:00 noon
Tuesday, November 20	9:30 - 11:30 a.m.
Wednesday, November 28	1:00 - 5:00 p.m.
Thursday, November 29	9:30 - 12:00 noon
Wednesday, December 5	9:30 - 12:00 noon

(and perhaps additional time thereafter).

Agenda: ongoing for report to NLN

Helen Sherwin
Acting Secretary

November 7, 1979

HS:avp

H. Sherwin

11/20/79

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, November 14, 1979

Time: 10:00 a.m. - 12:00 noon

Place: Ruth Sleeper Hall Outer Faculty Lounge

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda

I. Minutes of the Nobember 7, 1979 meeting were accepted with the following corrections:

IV. A. Ellen Howland, Chairman of the Public Relations Committee, Diploma Nurses Association.

VI. Future Meetings - add Wednesday, November 14, 2:00 - 5:00 p.m.

II. Announcements: None

III. Reports: None

IV. Old Business

A. Preparation of the NLN Phase Out Report

1. Mechanics
The Administrative group reviewed the guidelines for typing the Phase Out Report which will be distributed to all secretaries involved with typing the report. The guidelines are attached to these minutes.

2. Phase Out Report Itself:

a. F. Gibbons reviewed the list of inserts for the NLN report. It was agreed that all inserts will be prepared for the M.G.H. print shop by Wednesday, November 21st. The list of proposed inserts is enclosed with these minutes.

b. The group reviewed the second draft of Administration and Organization section: plans for the maintenance of records, and recommendations 5, 6, and 7.

c. The group reviewed the first draft of Administration and Organization section: criteria 1-7 written by N. Petzold. The group approved the first draft with editorial changes.

V. New Business

A. The Administrative group reviewed the revised job descriptions for Librarian, Associate Librarian and Evening Librarian.

A. Brady moved acceptance of the descriptions with editorial corrections. D. Mahoney seconded the motion.
Action: Unanimously approved

VI. Next meeting of this group:

Wednesday, November 14 2:00 - 5:00 p.m.

Agenda: Ongoing work for the NLN report

James O'Donnell
Acting Secretary

JO:avp

GUIDELINES FOR TYPING THE N.L.N. PHASE OUT REPORT

1. Page margins will be 1 5/16" from the left and 3/4" from the right.

2. The text of the report will be double spaced and printed on one side of the paper.

3. Single spacing will be used for:

   A. Direct quotations from other documents

   B. When NLN recommendations are included in the text

4. The beginning of paragraphs and quotations will be indented five spaces.

5. The first word of each new paragraph will be indented 5 spaces.

6. Triple spacing will be used between paragraphs.

7. Parentheses will be used when a policy to be included is mentioned.

8. When recommendations are included in the report, the heading of the recommendation will have a capital R and will be underlined and numbered: example - Recommendation #6.

9. Main Title for sections of the report should be centered, all capitalized, and underlined.

Approved by the Administrative Staff Committee - 11/14/79

JO:avp

GUIDELINES FOR TYPING THE U.I.W. PHASE OUT REPORT

1. Page margins will be 1 3/16" from the left and 3/4" from the right.

2. The text of the report will be double spaced and printed on one side of the paper.

3. Single spacing will be used for:

   A. Direct quotations from other documents

   B. When UIU recommendations are included in the text

4. The beginning of paragraphs and quotations will be indented five spaces.

5. The first word of each new paragraph will be indented 5 spaces.

6. Triple spacing will be used between paragraphs.

7. Parentheses will be used when a policy to be included is mentioned.

8. When recommendations are included in the report, the heading of the recommendation will have a capital R and will be underlined and numbered: example - Recommendation #6.

9. Main Title for sections of the report should be centered, all capitalized, and underlined.

Approved by the Administrative Committee - 11/14/79

JO:avp

11/14/79

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, November 7, 1979

Time: 2:00 - 5:35 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda

I. Minutes of October 31, 1979 were accepted as circulated.

II. Announcements

A. Miss Petzold has talked with Cheryl Stetlar and Carol Rinehart about the School policies relative to No Smoking in this building. Signs have been posted in halls and several rooms. She mentioned also the periodic (fire) drills.

III. Reports: None

IV. Old Business:

A. Ellen Howland, ~~president,~~ Chairman of the Public Relations Committee, Diploma Nurses Association, has written Miss Petzold about the videotape project which this School had agreed some time ago to support, and about materials for a brochure in preparation. Miss Howland asks for photographs of students for the latter. J. O'Donnell and J. Canavan will examine our collection.

B. Mechanics of the phase out report to the NLN Board of Review, Council of Diploma Programs:

The group agreed that the report should be placed in covers secured with brads, similar to those we used in 1974, with a left margin of about 1½ inches.

For the most part, the insert pages will be printed. The narrative will be mimeographed on one side of the page. Collating and numbering of pages by hand will be final steps, as will be the preparation of the Index.
The number of inserts must soon be ascertained in order to enable planning by the Print Shop.

Identification of the pages where the 1975 recommendations by the Board of Review are addressed is also a necessity.

C. Phase out report itself: The group reviewed the second draft of Administration and Organization (recommendations 5, 6, 7, 8, and provisions for retention of the faculty).

A narrative for criteria #16 is in preparation.
for

IV. C. (continued)

The group also reviewed a narrative for criteria # 17 and specific plans for the maintenance of records pertinent to the School and each graduate.

The group also examined briefly materials presented by J. O'Donnell about admissions, promotion, graduation, withdrawal, and transfer.

D. (See attached pages for revised narrative.)

V. New Business: None

IV. Next meetings of this group:

Wednesday, November 14	10:00 - 12:00 noon * 2-5 pm
Thursday, November 15	10:00 - 12:00 noon
Tuesday, November 20	9:30 - 11:30 a.m.
Wednesday, November 28	1:00 - 5:00 p.m.
Thursday, November 29	9:30 - 12:00 noon
Wednesday, December 5	9:30 - 12:00 noon

(and perhaps additional time thereafter).

Agenda: ongoing for report to NLN

Helen Sherwin
Acting Secretary

November 7, 1979

HS:avp

11/20/79

MASSACHUSETTS GENERAL HOPSITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, November 14, 1979

Time: 2:15 - 5:00 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda:

I. Minutes of Previous Meeting

A. The minutes of November 14, 1979, 10:00 - 12:00 meeting were not available.

II. Announcements - None

III. Reports - None

IV. Old Business

A. Phase Out report to the NLN Borad of Review, Council of Diploma Programs.
Discussion centered on the curriculum section of the report and recommendations were made for revisions.

B. The revised narrative on the Curriculum will be distributed.

V. New Business - None

VI. Next Meeting
Thursday, November 15, 1979 10:00 a.m. - 12:00 noon

Agenda: Continue discussion of Phase Out report to NLN.

Respectfully submitted,

Frances Gibbons
Secretary, Pro Tem

FG:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, November 14, 1979

Time: 2:15 - 5:00 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: B. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda:

I. Minutes of Previous Meeting

A. The minutes of November 14, 1979, 10:00 - 12:00 meeting were not available.

II. Announcements - None

III. Reports - None

IV. Old Business

A. Phase Out report to the Mass Board of Review, Council of Diploma Programs.
Discussion centered on the curriculum section of the report and recommendations were made for revisions.

B. The revised material on the Curriculum will be distributed.

V. New Business - None

VI. Next Meeting
Thursday, November 15, 1979 10:00 a.m. - 12:00 noon

Agenda: Continue discussion of Phase Out report to MLR.

Respectfully submitted,

Frances Gibbons
Secretary, Pro Tem

Notary

11/20/79

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: November 15, 1979

Time: 10:00 a.m. - 12:00 p.m.

Place: Outer Faculty Lounge, Ruth Sleeper Hall

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda

I. Minutes of the November 14, 1979 meetings not available.

II. Announcements

A. November 28th 1-5 PM meeting changed to November 29th 1:00 - 5:00 PM.

III. Reports - None

IV. Old Business - NLN Phase Out Report preparation

A. Main Titles will be in the center, capitalized and underlined.

B. Second Draft Administration and Organization (responding to Criteria 1, 2, 3, 4) was reviewed.
Action: Accepted as revised

C. Continued work on Curriculum section.
Action: F. Gibbons will incorporate suggestions and submit a second draft.

D. Beginning review of materials for Student section.
The Financial Aid portion was reviewed.
Action: J. O'Donnell will incorporate suggestion and submit a second draft.

V. New Business - None

VI. Future Agenda

Next meeting - ~~Thursday~~ Tuesday, November 20, 1979 9:30 a.m. - 12:00 noon

Respectfully submitted,
Dorothy Mahoney
Secretary, Pro Tem

DM:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: November 15, 1979

Time: 10:00 a.m. - 12:00 p.m.

Place: Outer Faculty Lounge, Ruth Sleeper Hall

Present: H. Petzold, presiding; A. Brady, T. Gibbons, D. Mahoney, J. O'Donnell, H. Shervin

Agenda

I. Minutes of the November 14, 1979 meeting not available.

II. Announcements

A. November 22nd, 1-3 PM meeting changed to November 29th 1:30 - 3:00 PM.

III. Reports - None

IV. Old Business - NLN Phase Out Report preparation

A. Main Titles will be in the center, capitalized and underlined.

B. Second draft Administration and Organization (responding to Criteria 1, 2, 3, 4) was reviewed.
Action: Accepted as revised

C. Continued work on Curriculum section.
Action: T. Gibbons will incorporate suggestions and submit a second draft.

D. Beginning review of Materials for Student section.
The Financial Aid portion was reviewed.
Action: J. O'Donnell will incorporate suggestion and submit a second draft.

V. New Business - None

VI. Future Agenda

Next meeting - Thursday, November 29, 1979 8:30 a.m. - 12:00 noon

Respectfully submitted,
Dorothy Mahoney
Secretary, Pro Tem

DM:avp

H. Sherwin

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

(11/29/79)

Minutes of the Administrative Meeting

Date: Tuesday, November 20, 1979

Time: 9:30 a.m. to 1:00 p.m.

Place: Ruth Sleeper Hall, Outer Faculty Lounge

Present: N. Petzold, presiding; F. Gibbons, D. Mahoney (until 12:00), J. O'Donnell, H. Sherwin (until 12:00).

Absent: A. Brady

Agenda:

I. Minutes were accepted:

A. Of November 14, 1979, 10-12 noon: as distributed. (With attached Guidelines, correct to Administrative Staff, rather than Committee.)

B. Of November 14, 2:15-5:00 p.m.: as distributed.

C. Of November 15, 10:00-12:00 noon, as distributed with corrections at VI: Tuesday, November 20

II. Announcements: None

III. Reports: None

IV. Old Business

A. Phase out report to the NLN Board of Review, Council of Diploma Programs

1. Mechanics
Miss Petzold presented a sample of the cover to be used, which seems less than satisfactory. A search at stationers' stores will be made.

2. Report itself

a. F. Gibbons presented a completed list of materials to be inserted in the report. (See attached.)

b. 1. The group reviewed and revised the draft of the section on Administration and Organization, Criterion #5 and Recommendation #4.

2. The group reviewed and accepted the draft of the section on Criterion #6.

3. Miss Petzold presented part of her draft of the section on Criterion #7.

IV. (continued)

C. The group reviewed and revised the draft of the section on Curriculum, and Recommendations 10, 11, 12, 13, 14, and 15.

D. The group reviewed and revised the section on Resources and Facilities, and Recommendation 16.

E. J. O'Donnell distributed some new pages for the section on Students, which several members reviewed from 12 to 1:00 p.m.

V. New Business: None

VI. Next Meetings:
Thursday, November 29, 9:30-12:00 noon, 1:00-5:00 p.m.
Agenda: ongoing

Helen Sherwin
Acting Secretary

November 20, 1979
HS:avp

PHASEOUT REPORT TO NLN BOARD OF REVIEW

NLN Inserts	Materials
1. Introduction	
2. Philosophy and Objectives	1. Philosophy 2. Objectives
3. Administation and Organization Faculty	3. Copy of Trustees 1978 Resolution on Nondiscrimination 4, Copy of Hospital Policy on Non-discrimination 5. Chart MGH-School Org. Plan 9/78 6. Chart MGH-School Org. Plan 1979-80 7. List of Observations 8. Chart on Faculty Schema 9/78 9. Chart on Faculty Schema 1979-80 10. Faculty Committee Organization 11. Budget 1979-80 12. Employment Policy 4 pages 13. Continued and Continuing Ed. Policy 14. Leave of Absence Policy 15. List of Faculty 6 pages 16. Faculty Workload Policy 2 pages 17. Performance Standards 2 apges 18. Evaluation Form Teaching Faculty 2 pages 19. Instructor Job Description 2 pages 20. Assistant Instructor Job Description 2 pages 21 Bylaws 7 pages 22. Faculty Records 23. Student Records 2 pages 24. Education Records 25. Letter to applicants 26. Letter to Guidance Counselors 27. Letter on Records from Dr. Sanders and Dr. Haynes
4. Students	28. Grievance Policy
5. Curriculum	29. Level Objectives 3 pages 30. Curriculum Plan
6. Resources and Facilities	31. Calendar 1979-1980 32. Calendar 1980-1981 33. Policies and Form for Course Outline 34. Standard Course Description Form 35. Course Outline 151 36. Course Outline 351 37. List of classrooms 38. List of offices

R 11/20/79
HS:avp

Accepted 12/7/79
1/17/80

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Thursday, November 29, 1979

Time: 9:30 a.m. - 12?30 p.m.

Place: Ruth Sleeper Hall, Outer Faculty Lounge

Present: N. Petzold, presiding; F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Absent: A. Brady

Agenda

I. Minutes of November ~~29~~ 20 meeting were accepted with the following correction:
Add to the NLN report inserts list #38 List of Offices.

II. Announcements

A. The School has received back from Dr. Sanders and Dr. Haynes, a signed copy of the letter stating that the Education Division will assume responsibility for the records of the School of Nursing.

B. N. Petzold will be meeting with Dr. Haynes on November 30 for an update on the School's plan for students with deficits to complete the designated 2nd and 3rd level curriculum.

III. Reports

A. Statements on the completion of the designated Curriculum will be included in the narrative of the NLN report. P. Galvin will distribute the second level plan to faculty. D. Mahoney and H. Sherwin will present the second level plan to junior students in class, the week of December 3rd.

B. F. White is confident that all inserts for the NLN report will be back from the print shop by Friday December 7th.

C. After some discussion, the Administrative Group decided to use the covers for the report that have been obtained from the Purchasing Department.

IV. Old Business

A. Mechanics of the NLN report

1. The secretaries will make 25 mimeographed copies of the report.

2. The report will include a list of the NLN recommendations and where they are addressed in the report.

IV. (continued)

B. Narrative of the report
The Administrative group reviewed:

1. Plans for the completion of the first, second and third levels of the program, now ready for final typing, will be included in the Curriculum section of the report.

2. Administration Organization and Faculty section
Criteria 1-5 - final copy reviewed.

Criteria 6: 2nd draft - revised to include more information about the School's budget and income.

Criteria #7: first draft from N. Petzold.

From D. Mahoney - Administration Organization and Faculty, responses to Recommendations #5-8, and provisions for the retention of faculty.

From N. Petzold - Administration Organization and Faculty Criteria #16, first draft, with additional reference to 1976 letters to guidance counselors.

From H. Sherwin Criteria 17 on maintenance of student records.

From N. Petzold - Criteria #18, on annual reports

From N. Petzold - Criteria #19 including response to Recommendation #9

Action: All of these parts of the Administration Organization and Faculty section have been reviewed and are now ready for final typing. This completes this section of the report.

3. J. O'Donnell presented a new draft of the Student Section.

Action: Review of this section will ocntinue at the next meeting.

V. New Business: NONE

Next meeting Thursday, November 29 1-5 p.m.
Agenda: NLN report

James O'Donnell
Acting Secretary

JO:avp

12/7/79
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Thursday, November 29, 1979

Time: 1:30 - 5:15 p.m.

Place: Ruth Sleeper Hall, Outer Faculty Lounge

Present: N. Petzold, presiding; F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Absent: A. Brady

Agenda:

I. Minutes of November 29, 1979, 9:30-12:00 meeting not available

II. Announcements - NONE

III. Reports - NONE

IV. Old Business - NLN Phase Out Report preparation

A. Continued discussion on Students section.
Action: J. O'Donnell will incorporate suggestions and submit a revised draft.

V. New Business - NONE

VI. Future Agenda

Next meetings Wednesday, December 5, 1979 9:00-12:00
Friday, December 7, 1979, 10:00 - 1:00..
Agenda: Continued preparation of the Phase Out Report to the NLN Board of Review, Council of Diploma Programs

Respectfully submitted,
Frances Gibbons
Secretary, Pro Tem

FG:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

12/7/79 accepted

Minutes of the Administrative Meeting

Date: December 5, 1979 Wednesday

Time: 9:20 a.m. - 2:30 p.m.

Place: Outer Faculty Lounge, Ruth Sleeper Hall

Present: N. Petzold, presiding; F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Absent: A. Brady

Agenda

I. Minutes - Minutes of the November 29th meeting not available

II. Announcements

A. A Thank you note from A. Brady was circulated.

III. Reports

A. The Administration, Organization, Faculty and Curriculum sections are currently being typed.

B. Materials from Print Shop should be ready on Friday 12/7/79.

C. The statement about completion of the Third Level of the program and a related letter from Dr. Haynes will need typing after they are completed.

IV. Old Business

A. Continued work on NLN Phase out Report

The revised draft of the Students section was reviewed and additional revisions made. A stencil will be cut and proof read before Friday, December 7, 1979.

B. Faculty Organization throughout the report will be capitalized.

C. F. Gibbons and F. White will check the master list of inserts with the copies received from the Print Shop.

V. New Business - NONE

VI. Future Agenda

A. Edit student section
Review statement for completion of Third Level of the Program
Index
Title Page
List of NLN Recommendations, January 1975
Colating
Page Numbering

Next Meeting - Friday, December 7, 1979
Additional Meetings: Monday, December 10th, 10-1 (Executive Committee 9-10 only)
Tuesday, December 11th, 1-4
Wednesday, December 12th, 1-4
Thursday, December 13th, 9:30-12:30

Respectfully submitted,
Dorothy Mahoney
Secretary, Pro Tem

DM:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

1/17/80 accepted

Minutes of the Administrative Meeting

Date: Friday, December 7, 1979

Time: 10:00 a.m. to 1:30 p.m.

Place: Outer Faculty Lounge, Ruth Sleeper Hall

Present: N. Petzold, presiding; F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Absent: A. Brady

Agenda

1.30-5.15 pm

I. Minutes of November 29, 1979 and of December 5, 1979 were accepted as circulated.

II. Announcements: None

III. Reports: Telephones: Miss Petzold rechecked with Evelyn Olschewski of Communications about the cost of telephone extensions remaining in the Anatomy and Chemistry Labratories. Although it is usually cheaper to remove telephones when use is discontinued, the charge of reinstallation of each is $35.00 and the monthly charge per month (limited use) only about $6.00. Building Service is occasionally using the Anatomy Lab for classes.

Miss Fitch has compiled and distributed a list of extensions with restricted use. It may prove most expedient to leave the lines as they are.

Action: None

IV. Old Business: Preparation of Phase-out report to NLN:

A. Revised Final Draft, Plans for completion of the Third Level Program: The group accepted this.

B. Section on Students: J. O'Donnell presented nine pages for this section for consideration. The group accepted these with a few modifications.

C. Table of Contents: Preparation of this began. Paging will begin with the list of the 1975 Recommendations of the Board of Review (pages 1, 2).

C. Cassanos will be asked to type this draft and to make xeroxed copies for this group by Monday, December 10, 10:30 a.m.

D. Timetable: Monday: Prepare Title page, edit Table of Contents, exchange shipping information.
Tuesday and Wednesday: Collate, check completeness, number pages
Thursday: Run off Table of Contents, insert, package, mail.

V. New Business:

Mechanics of delivery of the ten copies of the report to New York. Miss Petzold presented alternate possibilities: United Parcel Services (no), Air Freight (Federal Air Express) which leaves daily from the White Lobby Fron Desk and requires two day for delivery. Materials must be packed in a special container and weighed (up to 5 pounds/package), and a bill of lading prepared. The School would have to assuem responsibility for calling Air Express.

Information needed:

1. Can we fill a container to more than 5 pounds?
2. How much will each copy weigh? (probably, 1 pound, 9 ounces) Probably, 20 pounds is the maximum weight of the total to be sent.
3. Would insulated mailing pouch envelopes be useful?
4. A single carton would be more desirable than several packages, which might not arrive simultaneously. What sorts of cartons are available? and sealing tape?
5. What is the billing procedure? (The Hospital does use this service.)
6. Is a purchase order needed?

Action: F. Gibbons and F. White will collect information and report to this group on Monday, December 10.

VI. Next Meetings:

Monday, December 10, 10-1
Tuesday, December 11, 1-4
Wednesday, December 12, 1-4
Thursday, December 13, 9:30-12:30

Agenda (see IV. D. above.)

Helen Sherwin
Acting Secretary

December 7, 1979
HS:avp

H. Sherwin

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

1/17/80 accepted

Minutes of the Administrative Meeting

Date: Monday, December 10, 1979

Time: 10:45 - 11:30 a.m.

Place: Ruth Sleeper Hall, Outer Faculty Lounge

Present: N. Petzold, presiding; F. Gibbons, J. O'Donnell, H. Sherwin

Absent: A. Brady, D. Mahoney

Agenda

I. Minutes 9:30 - 12:30
Minutes of the November 29th and December 7th meeting were not available.

II. Announcements: None

III. Reports: None

IV. Old Business:

A. Continued work on the NLN phase out report.
The group discussed: Title Page
Table of Contents
NLN recommendation page
Shipping procedures
Plans for collating, numbering and proof reading.

B. Mrs. Yoffe contacted the NLN about the exact address that the report should be mailed to.

C. F. White will be checking today on the shipping regulations with the Federal Express.

D. The completed draft of the Table of Contents was reviewed and additional revisions were made. The stencil will be cut without the page numbers for now.

E. The Title Page was discussed and N. Petzold will draw up a final draft of the page set up similarly to the title page from the previous report.

F. The NLN Recommendations page is ready except for the page numbers which will be added after the report is collated.

V. New Business: None

VI. Future Agenda
On Tuesday, December 11, at 1:00 p.m. the group will reconvene to collate the sections of the report. The numbering of the Table of Contents and Recommendations page will then be completed.

Respectfully submitted,
James O'Donnell
Secretary, Pro Tem

JO:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Monday, December 11, 1972

Time: 10:45 - 11:30 a.m.

Place: Ruth Sleeper Hall, Outer Faculty Lounge

Present: D. Fairchild, presiding; P. Gibbons, J. O'Donnell, R. Thorsen

Absent: A. Brady, D. Mahoney

Agenda

I. Minutes
Minutes of the November 20th and December 7th meeting were not available.

II. Announcements: None

III. Reports: None

IV. Old Business:

A. Continued work on the NLN phase out report.
The group discussed: Title Page
Table of Contents
NLN recommendation page
Shipping procedures
Plans for collating, numbering and proof reading.

B. Mrs. Tolle contacted the IRC about the exact address that the report should be mailed to.

C. I. Mike will be checking today on the shipping regulations with the Federal Express.

D. The completed draft of the Table of Contents was reviewed and additional revisions were made. - The asterol will be cut without the page numbers for now.

E. The Title Page was discussed and L. Pezzolo will draw up a final copy of the page for uniformity to the title page from the previous report.

F. The NLN Recommendations page is ready except for the page numbers which will be added after the report is collated.

V. New Business: None

VI. Future Agenda
On Tuesday, December 12, at 1:00 p.m. the group will reconvene to collate the sections of the report. The numbering of the Table of Contents and Recommendations page will then be completed.

Respectfully submitted,
James O'Donnell
Secretary, Pro Tem

jo:sny

4/2/80 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Thursday, January 17, 1980

Time: 10:00 a.m. - 12:00 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda

I. Approval of Minutes

A. The minutes of November 29, 1979 (9:30 A.M.-12:30 P.M.) were accepted with the following correction:

1. Change I. Minutes to read - "Minutes of November 20th."

B. The minutes of December 7, 1979 were accepted with the following correction:

1. Clarify I. Minutes by adding time - (1:30 P.M. - 5:15 P.M.) November 29, 1979.

C. The minutes of December 10, 1979 were accepted as circulated.

D. Meetings were held on December 11 and 12, 1979 for the purpose of editing, compiling and collating the final draft of the NLN phase out report. No minutes were recorded. The meeting of December 13, 1979 was cancelled.

II. Announcements

A. A. Brady requested that administrators review the record of a Senior student who will be considered in a recommendation from Nursing III faculty at Executive Committee.

B. N. Petzold reported on the interim plan for redistributing Miss Fitch's responsibilities.

III. Reports - None

IV. Old Business

A. Space needs during School year 1980-1981

1. After discussion of needs based on information received from Frank White and Nursing III and consideration of needs for conferences and meetings, it was agreed to retain Rooms 32, 39, 42, 44 and 34 in Ruth Sleeper Hall.

IV. A. (continued)

2. Space will be needed for meetings of the Group Dynamics course at 20 Charles Street and Bartlett Hall.

3. J. O'Donnell reported that use of one suite (2 or 3 rooms) Bartlett 4, could be relinquished at the end of the present School year.

4. A. Brady requested the relocation of the office of the Chairman of Nursing III. Room 28 is environmentally unsuitable due to extreme temperature variables and lack of privacy. The use of Room 22 was suggested as a desirable replacement.

B. Staffing projections

1. Staffing projections during the final phase out year were considered and modifications suggested.

A. N. Petzold, F. Gibbons, E. Yoffe and A. VerPlanck will meet to discuss the changing needs of the School offices and the plans for work redistribution.

B. N. Petzold and J. O'Donnell will meet to consider changing needs for staff in the S.P.S. area.

V. New Business

A. The last half hour was devoted to a discussion of the meeting plans with Dr. B. J. Hadley.

B. Coordinators will consider the possible implications of the conflict of our Graduation with the festivities planned to celebrate the 350th birthday of the city and the arrival of the tall ships.

Respectfully submitted,
Audrey R. Brady
Secretary, Pro Tem

ARB:avp

H. Sherwin

4/14/80

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, April 2, 1980

Time: 10:00 a.m. - 12:00 noon

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda

I. Approval of Minutes

A. The minutes of January 17, 1980 were accepted as circulated.

II. Announcements - NONE

III. Reports

Miss Petzold reported on meetings that she, D. Geister and W. Wall had with Miss M. Macdonald and Dr. J. Haynes. The purpose of the meetings was to share information and clarify issues and concerns of faculty and staff whose positions are being terminated due to the phase out of the School of Nursing.
Miss Macdonald will send to Miss Petzold a current list of positions available through the Department of Nursing.

Dr. Haynes reviewed a letter which the Education Division sent, in August 1979, inviting faculty to express an interest in being considered for positions in the new programs. Dr. Haynes mentioned that there has been a delay in determining the start up date of the nursing program since a Director of the Nursing Program has yet to be appointed. Dr. Haynes expressed the need to continue some librarians' positions and the services of PDL after June 1981.

IV. Old Business

The remainder of the meeting was devoted to discussion of faculty and staff issues, concerns and questions regarding personnel policies, benefits and job opportunities in view of phase out of the School of Nursing.
A list of faculty and staff questions and concerns has been shared with Mr. D. Geister and Mr. W. Wall. There will be a series of meetings on April 4,7, and 8, in which faculty and staff will have a an opportunity to ask Mr. Geister and Mr. Wall questions, share concerns and request information on personnel policies benefits and job opportunities in view of termination of positions due to the phase out of the School of Nursing.

Action: Coordinators will inform faculty and staff in their area about the scheduled meetings with Mr. Geister and Mr. Wall.

V. New Business - NONE

VI. Future Agenda

A. Update of office and telephone needs for 1980-1981
B. Staffing needs for 1980-1981
C. Update of coordinators' position descriptions
D. Update of secretaries' position descriptions
E. Determination of termination dates of those faculty and staff whose positions are being phased out in 1980.
F. Revision of the Organizational Chart of the School of Nursing
G. Revision of Faculty Manual (Sections on Administration)
H. Review of Time Owed

Next Meeting - Date to be determined.

Respectfully submitted,

Frances Gibbons
Secretary, pro tem

FG:avp

May 19, 1980 approved

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Thursday, April 17, 1980

Time: 9:30 a.m. - 12:00 noon

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda

I. Approval of Minutes

A. The minutes of April 2, 1980 meeting were accepted as circulated.

II. Announcements

A. A. Soraghan has checked with the American Management Association about the content of a workshop: Microfilm in Records Management to be held in Boston in June. She feels that it will not offer new information, it is very expensive and it does not seem necessary to send someone from the School.

III. Reports: None

IV. Old Business: None

V. New Business

A. The issue of time owed was discussed with concerns expressed about accumulation of time and the necessity of this.

Whenever possible, compensatory time should be taken during days when workload is lighter instead of accumulating it. Utilization of time owed is subject to School and Hospital policy.
Action: Coordinators will share this information with staff.

B. Vacation plans for Administrative Staff
N. Petzold - July is not August
H. Sherwin - July 28th - August 25
F. Gibbons - August 4th - August 25th
D. Mahoney - July 25th - August 18th
J. O'Donnell - August 11th - August 25th
A. Brady - Fall

C. Termination of Faculty Positions was discussed and dates of termination agreed upon.

Second Level Faculty	July 25, 1980
Third Level Faculty	June 12, 1981

These dates are flexible. Arrangements will be made on an individual basis with coordinators so that student, School and faculty needs are considered and best met.

D. Termination dates for other staff will be determined as plans for work necessitated by the phase-out are arranged.

VI. Future Agenda

Ongoing - See 4/2/80 Minutes

Date for next meeting will be arranged later

Respectfully submitted,

Dorothy Mahoney
Secretary Pro Tem

DM:avp

7/2/80 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Monday, May 19, 1980

Time: 9:00 a.m. to 12:15 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda

I. Minutes of April 17, 1980 were accepted with this clarification:
V, B. Vacation Plans: N. Petzold, mid July to mid August.

II. Announcements:

A. Requests for funds for travel and workshop fees should be made out in duplicate - Coordinators were asked to remind teachers of this.

B. The usual monthly fire drill will be conducted on Thrusday, May 22, 1980 between 7 a.m. and 12:00 noon (Bartlett Hall).

III. Reports

A. J. O'Donnell reported on his meeting last week with students planning to live at 20 Charles Street next year. Students seemed to accept the suggestion that floors 3-6 might be consolidated for student use, floors 7 and 8 thus being available for use by others.

B. Ad Hoc Committee on Historical Records: H. Sherwin reported that the State Committee reviewed the formal grant proposal from this school at its meeting on May 15, 1980. According to Albert Whitaker, Acting Archivist of the Commonwealth, the committee recommended that the budget be reduced from $9,000 to $2,300. The final proposal, which must incorporate these recommendations, is due in Washington on June 1. (National Historical Publications and Records Commission.)

C. Financial Aid Committee, E. Kilcoyne reporting:
No Federal money for nursing loans is currently available. Certain other funds have been cut back. Otherwise, comfortable circumstances seem to prevail for the committee's work.

Findings and recommendations of the recent Audit: the records for 1978-1979 were found by the examiners to be in good order.

Applications from our students for next year have been received promptly. The Financial Aid Committee will work on students' budgets at the next meeting.

D. The Veterans Administration representative last week visited the School and examined the records of students receiving funds from the VA. Although all seemed to be in order, there has been a question about one student with an irregular program several years ago. Miss Gibbons will check further on this.

IV. Old Business: None

V. New Business

A. Three graduating seniors have asked to receive their diplomas and pins on Firday, May 23, 1980 instead of May 30. One of these has made arrangements to move out of state; for the others it is a matter of convenience.

Action: The group agreed that the diploma would be mailed to the students on or after May 30. The pins can be collected by these students beforehand.

B. Mrs. Lawlor has written to ask if the School plans to give a tea at Alumnae Homecoming on Saturday, September 27, 1980, as usual.

Members of the Executive Committee plan to be here. The tea will be given at Ruth Sleeper Hall from 4-5 p.m.

Mary Suslak Vachon will be the program speaker.

C. Plans for seniors, weeks of May 19 and May 26: The class has planned a party Thursday evening, May 22, which the class advisors will attend. Most of the students will have completed their clinical experience by Thursday, May 22, 3 p.m. (They have not yet been told this.)
Security and Building Service will be alerted beforehand by J. O'Donnell.

D. Miss Petzold distributed for review and discussion a revision of the recent edition of the following:
1. MGH School of Nursing Organization Plan (6/79)
2. Schema of Faculty Positions and their Relationships (1/70)

Mrs. Soraghan will draft these to include today's proposals for review again by this group.

E. Faculty Manual: revised materials have usually been sent to the printer by mid-July to be ready for distribution to faculty at at August-end. Preparation of this material for the printer is the responsibility of H. Sherwin this year.

Major sections to be updated include: Students (especially Financial Aid), Costs and Charges, Space allotment, Systematic Plan of Evaluation. Other minor references must be identified and changed. These must be typed or mimeographed, not xeroxed, for reproduction by the printer.

F. Staffing next year: This is summarized in the Organization Plan. Position descriptions will be discussed in detail at a later meeting.

V. New Business (continued)

G. Space Needs: In the Bartlett Hall Offices of Student Personnel Services, one suite will be relinquished: The office of the second counselor will become that of the student activities adviser, and of the evening instructors (Nursing 371, 372) The mimeograph room will be moved to the former office of a secretary.

The instructors' office on White 3-A will be relinquished.

(An inventory of equipment of offices, library and Media Center will be needed for the Education Division and others, together with anticipated dates when this program will no longer need them.)

F. Gibbons reported that Staff Education recently asked to use Room 32, RSL, because it contains a bed. The School was able to meet this request.

(Certain rooms, which have already been relinquished for 1980-1981 by this program to the Education Division, are being sought by other groups.)

Reference was made also to a typewriter, adding machine, telephone system, hand-washing facilities, files, table surfaces, and other equipment needed for certain aspects of the program.

Helen Sherwin
Acting Secretary

May 19, 1980

HS:avp

V. New Business (continued)

8/27/80
accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, July 2, 1980

Time: 9:00 a.m. - 12:00 noon

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda:

I. Minutes

A. The minutes of May 19, 1980 were accepted as circulated.

II. Announcements

A. A. Brady announced that A. Hayes and J. Dyzak will share an Executive Committee faculty representative slot from September through November.

B. N. Petzold met with D. Geister on Monday, June 30th to update on the Second Year faculty's progress in finding new jobs. D. Geister has sent in writing to N. Petzold clarification of the Hospital's Leave Pending Placement Policy as it might pertain to Second Year faculty.

C. N. Petzold announced the following tentative dates for faculty meetings during the 1980-1981 school year:

Wednesday, September 24th
Tuesday, October 21st
Wednesday, November 19th
Wednesday, January 28th
Wednesday, February 25th
Tuesday, March 24th
Wednesday, April 29th
Wednesday, June 10th

D. Mahoney expressed an interest in continuing to hold faculty meetings on Bartlett 9. A. Brady and J. O'Donnell will compile a list of back-up secretaries for the faculty meetings over the summer.

D. N. Petzold announced that the 1980 Homecoming Tea will be held on Saturday, September 27th. The Ruth Sleeper Hall Faculty Lounge will be used again this year and Jim Canavan will assist in organizing the event.

III. Reports

A. J. O'Donnell has reviewed the School catalogue. The costs and charges on page 20 will be updated with a paste-in.

J. O'Donnell has obtained an estimate from the advertising firm of Provandie and Chirurg of $200.00 for the paste-in.

III. A. (continued).
He will meet with a representative from the advertising firm to complete the specifications. All three of the catalog inserts will also be updated for the 1980-1981 school year.

B. J. O'Donnell reported back from the June 26th meeting of the Ad Hoc Committee for Capping and Graduation Activities. The students on the Committee have requested that wine and cheese be added to the refreshments, and that tablecloths and flowers be used for the reception.
J. O'Donnell will report back on the final capping details at the July 9th Executive Committee meeting.
The students have also requested that the 1981 Graduation ceremony be held at 7:00 p.m. instead of 3:00 p.m. N. Petzold will check if John Hancock Hall is available at that time.

C. N. Petzold reported that C. Cassanos is completing the revisions of the Bylaws. The Administrative Committee recommended an additional editorial change for the membership section of the Student Life Committee. This section should read: The Resident Head, Student Activities Advisor and Executive Office Assistant may be appointed to the committee.

D. J. O'Donnell circulated copies of the Guidelines for Selecting the 1981 School Awards which will be reviewed along with other documents for the Faculty Manual at the July 9th Executive Committee meeting.

IV. Old Business

A. Coordinator Functions for the 1980-1981 school year
A. Brady submitted to the Administrative group suggestions for documenting changes in roles and functions during phase out. The suggestions were as follows:
1) For the Organizational Chart, H. Sherwin's and D. Mahoney's positions will be retitled Administrative Coordinator.

2) A statement will be added to H. Sherwin's and Dottie Mahoney's and A Brady job descriptions documenting the changing responsibilities and functions during the phase out of the program.

3) A similar statement will be added to the Coordinator for Program Development and Educational Resources and the Media Consultant job descriptions documenting the duties of the Administrative Assistant that have been transferred to these two positions.

4) The Coordinators will develop a list of functions assigned to each position and bring the list back to the Administrative ~~Committee~~ Staff meeting for review in August.

Action- The suggestions were unanimously approved.

B. Secretarial positions and functions for the 1980-1981 school year

F. Gibbons has updated the job descriptions for the Exectuive Secretary and Recording Secretary.

IV. B. (continued)
Debbie O'Neil's position will be updated to include historical records projects and secretarial coverage for D. Mahoney and H. Sherwin.

V. New Business - None

VI. Future Agenda
The date for the next meeting will be scheduled at a later time.

Respectfully submitted,

James O'Donnell
Secretary, Pro Tem

JOD:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

9/3/80 accepted

Minutes of the Administrative Meeting

Date: Wednesday, August 27, 1980

Time: 10:00 A.M. - 1:00 P.M.

Place: Bartlett Hall, Fourth floor conference room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, H. Sherwin

Absent: J. O'Donnell

Agenda:

I. Approval of Minutes

A. The minutes of July 2, 1980 were accepted with the following corrections:

1. page 2 - IV. Old Business A. 2 - delete names of H. Sherwin and D. Mahoney and add "all coordinators."
2. page 2 - IV. A. 4. to read - The Coordinators will develop a list of functions assigned to each position and bring the list back to an Administrative meeting in August.

II. Announcements

A. The NLN-CDP will sponsor a workshop for Administrators titled - "Management of Conflict." Sessions are scheduled in Dearborn, Michigan 10/16 and 10/17 and in Norfolk, Virginia 11/6 and 11/7.

B. The minutes and reports of the CDP Annual meeting held in Chicago in May have been received and will be circulated.

C. Department Head Meeting 8/22/80

1. The letter to employees concerning wage and salary increases will be circulated on August 28, 1980.

2. Dr. Sanders announced that approval of any new positions during the coming year is very unlikely.

3. The JCAH visit will begin tomorrow.

D. Nursing scholarships are now available through the Bethesda Lutheran Home, Watertown, Wisconsin for nursing students and licensed practical nurses who desire to become registered nurses. Applicants who are accepted under this program will receive $1200 per school year. In return, they must agree to serve Bethesda as a professional nurse upon graduation, for as many years as they received aid.

E. The reimbursement for auto mileage by the Hospital has been increased from 18.5 to 20¢ per mile effective October 1, 1980.

F. Employees paid monthly are asked to file an estimated vacation balance by September 30, 1980.

G. Ether Day ceremonies will be held on October 16, 1980 at 3:00 PM in the cafeteria. School staff to be honored include: 5 years, J. O'Donnell, D. Steivater, A. Fitzgerald; 10 years, T. Powers and 20 years, A. Brady and S. Robinson.

H. Ann Harper of the Education Division called to ask if faculty have suggestions for topics as part of the continuing education spring series. Planning sessions will soon be underway.

I. Doug Geister, Jeff Davis and N. Petzold will meet tomorrow to review the status of faculty on leave pending placement.

J. F. Gibbons announced that faculty records have been moved from Room 20 to her office Room 16. N. Petzold and F. Gibbons have keys to these files.

K. During A. Soraghan's vacation, her phone calls have been transferred to D. Mahoney's line and D. O'Neil will assume responsibility for room bookings. D. Mahoney has the audio-visual keys.

L. H. Sherwin reported that 35 new faculty manuals have been received and distributed. Two copies have been sent to J. Haynes, Provost of the Education Division and 3 extra copies are retained in H. Sherwin's office.

M. H. Sherwin announced that the revision of the RSH directory is in process and will be complete before the start of the School year.

N. D. Mahoney is currently updating the telephone list for the Hospital phone book and the school. She will arrange for changes in telephone service through J. Candido.

O. Mary Beaudry is the new financial aid officer replacing E. Kilcoyne.

P. N. Petzold reported that she has prepared a memo for K. Bander and J. Haynes documenting the agreement for use of the School of Nursing White 3A office this year and the transfer to the Education Division.

Q. N. Petzold announced that she has asked D. Mahoney to work with J. Canavan in planning for the Homecoming Tea.

III. Reports

A. J. Poses reviewed with the group a proposal to change P.D.L's circulation policy. The modifications would more efficiently utilize librarian time and facilitate implementing one set of rules for all users. (See New Business for Action)

1. J. Poses and N. Petzold shared with the group plans for use of PDL and Treadwell resources by the Education Division and related implications for school library staff, students and faculty.

IV. Old Business:

A. Review of revised Job Descriptions and list of functional activities of each Coordinator.
Action: Delayed for a future meeting

V. New Business:

A. Proposal to change P.D.L.'s circulation policy
Action: H. Sherwin moved and D. Mahoney seconded the motion to accept the proposal as circulated. Unanimously accepted.

1. Follow-up
   1. Policy will be redone for the Faculty Manual and Library Guide.
   2. Copies of the new policy will be distributed to students.
   3. J. Poses will meet with Nursing III faculty to discuss implications for their courses.

B. Award of School Pins at Capping.
Action: The administrative group voted to award 5 School pins to Seniors at the Capping ceremony. Students will be selected by vote of the class from students with QPA's of 2.95 and above (approx. 20). Each student will vote for 5 candidates.

C. The remainder of the meeting was spent reviewing the guidelines for the 1980-1981 Wage & Salary program.

Future meetings

Wednesday, September 3, 1980 (10:00 AM - 12) Administrative and Executive

No meeting - September 10, 1980
Monday, September 15, 1980 Executive Committee

Respectfully submitted,

Audrey R. Brady
Secretary, Pro Tem

ARB:avp

IV. Old Business:

A. Review of revised Job Descriptions and list of functional activities of each Coordinator.
Action: Delayed for a future meeting

V. New Business:

A. Proposal to change P.D.L.'s circulation policy
Action: R. Sherwin moved and D. Mahoney seconded the motion to accept the proposal as circulated. Unanimously accepted.

1. Follow-up
1. Policy will be redone for the Faculty Manual and Library Guide.
2. Copies of the new policy will be distributed to students.
3. J. Posse will meet with Nursing III faculty to discuss implications for their courses.

B. Award of School Pins at Capping.
Action: The administrative group voted to award 5 School pins to Seniors at the Capping ceremony. Students will be selected by vote of the class from students with QPA's of 2.95 and above (approx. 20%). Each student will vote for 3 candidates.

C. The remainder of the meeting was spent reviewing the guidelines for the 1980-1981 Wage & Salary program.

Future meetings

Wednesday, September 3, 1980 (10:00 AM - 12) Administrative and Executive

No meeting - September 10, 1980

Monday, September 15, 1980 Executive Committee

Respectfully submitted,

Audrey S. Brady
Secretary, Pro Tem

ASB:avp

9/29/80 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, September 3, 1980

Time: 10:00 a.m. - 12:00 Noon

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda:

I. Minutes

A. The minutes of August 27, 1980 were accepted as circulated.

II. Announcements

A. The Northeast Regional Assembly of Constituent Leagues for Nursing, N.L.N. 1980 Annual Conference will be held in Boston on September 22 and 23, 1980.

B. A notice has been received from the Communications Department regarding the MGH Phone Book. D. Mahoney will update appropriate parts of the Phone Book.

C. Mary Beaudry is the new Financial Aid Officer.

D. D. Mahoney announced that she and C. Snow, Education Division, have planned some changes in the office phones in Ruth Sleeper Hall. D. Mahoney, C. Snow and J. Candido, Communications Department, will meet to finalize these plans.

E. D. Mahoney has updated and will distribute the School of Nursing phone list.

F. H. Sherwin announced that two students have Financial Obligations for Mental Health Nursing which must be met prior to senior registration, September 8, 1980.

III. Reports

A. N. Petzold reported on the JCAH Summation conference, August 29, 1980, for M.G.H. personnel. The JCAH report was, in general, favorable.

B. J. O'Donnell reported on repairs to the 7th and 8th floors of 20 Charles Street and the utilization of these floors by the Hospital and Education Division. An orientation meeting for new residents at 20 Charles Street will be held to discuss the residence policies.

C. A copy of a letter from K. Bander to M. Macdondald regarding the White 3A School of Nursing Office was read.

III. D. N. Petzold reported on a meeting she had with D. Geister and J. Davis in which information about Leave Pending Placement for some faculty was shared. D. Geister wrote to five Junior Year Faculty and explained the Leave Pending Placement status and announced the availability of a search firm, Michael Ward Associates, Inc. Boston, to help these faculty members find suitable employment.

E. D. Mahoney and J. Canavan are planning the Homecoming Tea for September 27, 1980.

F. J. O'Donnell reported that plans for Capping, September 12, 1980 have been finalized.

IV. Old Business

A. Revised Job Descriptions for all Coordinators, Media Consultant; Administrative Assistant; Executive, School Recording Secretaries and the Secretary, Office of the Director and Learning Resources were discussed.
Action: The group unanimously endorsed these revised job descriptions.

B. The Salary Structure for Nursing Classifications effective October 5, 1980 was distributed and discussed.

V. New Business: None

IV. Future Agenda: Ongoing. Date of next meeting to be determined.

Respectfully submitted,

F. Gibbons
Secretary, Pro Tem

FG:avp

11/17/80 accepted

10/20/80 Exec Comm included

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Monday, September 29, 1980

Time: 11:15 a.m. - 12:30 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Absent: A. Brady (vacation)

Agenda

I. Minutes

A. Minutes of September 3, 1980 accepted as circulated.

II. Announcements - NONE

III. Reports - NONE

IV. Old Business

The meeting was devoted to discussion of activities which should be planned in recognition of phase out of the Diploma Nursing Program.

It was generally agreed that the plans to hold a combined alumnae, faculty and student event as part of the Senior Dinner seemed appropriate. It was further agreed that it would be desirable to have Hospital administration involved in this event. A date (May 18, 1981) has been set for this. D. Mahoney will follow through with the Alumnae Association about reservation of facilities. Representatives from the Alumnae Association and the School will meet to plan the activities.

A separate event (Luncheon or Dinner) should be held for current faculty and all staff. It would seem appropriate that each person should receive a gift.

N. Petzold will explore sources of funds which might be used for some of these activities.

Respectfully submitted,

Dorothy Mahoney
Secretary, Pro Tem

DM:avp

12/3/80 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Monday, November 17, 1980

Time: 9:00 a.m. - 12:00 noon

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Absent: None

Agenda

I. Minutes

A. Minutes of September 29, 1980 were accepted as circulated.

II. Announcements

A. N. Petzold announced that all but two items on the 1980-1981 budget have received approval as requested. The other two items are being checked for accuracy.

B. Department Head Meeting

1. The Hospital administration has registered concern over the uneven nature of the Hospital census in recent months. Emergency and overnight wards are down. The number of operations are even. The medical waiting list is very high.

2. A city wide disaster drill will be held Wednesday, November 19th. Two disasters are planned. One disaster in the harbor will be covered by M.G.H. and City Hospital. The MGH communications network will be set up and tested during the disaster drill.

III. Reports

A. H. Sherwin - Ad Hoc Committee on Historical Records
At this point 3,700 records have been completed. Extensive copying has slowed the process down. D. Mahoney clarified a question about copying transcript information that is documented in the folders. A. Brady will try to locate a long carriage typewriter to type folders.
F. Gibbons raised the question of keeping faculty data sheets in faculty folders. H. Sherwin is also ready to begin typing lists of students entering the School since 1910. The project will be distributed to avialable secretaries.

B. N. Petzold - Follow up on Wage and Salary Program and Personnel Policies.
Miss Petzold reported on two meetings she attended regarding criticism of the 1981 Wage and Salary program and the Employment

III. B. (continued)
Transfer and Promotion policy. The Hospital administration held a meeting for supervisors and department heads to respond to a flier circulated to employees by the Service Employees International Union, Local 285. Information was presented about how the M.G.H. Wage and Salary program compares to other area hospitals. The union flier criticized the salary increases and employee promotion and transfer practices.
Administrative representative, K. Bander, met with her department heads to review Employment Transfer and Promotions Policies and Procedures. N. Petzold reviewed these with the coordinators.

C. Cynthia Snow called N. Petzold to say that the Institute of Health Professionals has completed security measures in Bartlett 5. They are ready to accept portraits and pictures from the School of Nursing for display in the Bartlett 5 hallway.

D. N. Petzold confirmed with J. O'Donnell that the 1981 graduation time will be at 7:00 p.m. and the reception will follow the ceremony at 20 Charles St.

IV. Old Business

A. Employment Plans for School of Nursing Faculty and Staff -

N. Petzold discussed various aspects of helping faculty and staff plan for and seek future employment. J. Davis will be updated as to which faculty want to transfer to Hospital jobs. Coordinators expressed the feeling that the importance of interium jobs needs to be stressed with Personnel and Hospital departments. Several faculty need a few months to a year to complete certain benefit requirements.
F. Gibbons asked about finishing dates and if faculty who opt for leave pending placement will be eligible to collect unemployment.
F. Gibbons also felt that the librarians should be notified if they can have positions in the new library.
J. O'Donnell felt that the S.P.S. staff would probably wish to make use of the placement service starting in January. He also asked about faculty who would like to interview for Hospital positions now.
D. Mahoney asked about exploring Hospital transfer possibilities and using the placement group at the same time.
A. Brady asked how long office space will be held for School of Nursing faculty. 40, 41, 47 till 12/81 -- other information till Oct 1981.

(Information also given)

Discussion will be continued and N. Petzold will bring questions related to personnel to the attention of Jeff Davis.

V. New Business - None

VI. Future Agenda
The next meeting is scheduled for Monday, November 24 - 10:30 - 12:00 noon.

Acting Secretary
James O'Donnell

JOD:avp

3/9/81 accepted

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: Wednesday, December 3, 1980

Time: 10:00 a.m. - 12:15 p.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, J. O'Donnell, H. Sherwin

Agenda:

I. Minutes

A. Minutes of November 17, 1980 were accepted with the following additional information:

1. Page 2, IV. A. - A copy of the floor plan for space transfer is available in F. Gibbons' or N. Petzold's office. Faculty offices on the second floor are included in space to be relinguished in October, 1981. Faculty and school offices on the third floor and the first floor suite of offices will be transferred December, 1981.

II. Announcements

A. B. Thoren has sent a copy of the revised "Employment, Transfer, Promotion Policy for the Department of Nursing. Copies were provided to Coordinators.

B. N. Petzold read a letter from graduate J. Kineke sent to H. Sherwin discribing her appreciation of the educational experiences and standard of performance at MGH which served her well during the recent hotel fire in Las Vegas which produced a medical disaster situation for the hospitals in the area.

C. S. Robinson will be the faculty representative to the NLN convention in Las Vegas in May.

D. Holiday time away

J. O'Donnell - December 28, 1980 - January 12, 1981
H. Sherwin - week of December 22, 1980 possibly some time the following week.
Most faculty, secretaries and administrative staff will be off December 26, 1980 and January 2, 1981.

III. Reports - None

IV. Old Business

A. Plans for Career planning meetings with Personnel and Michael Ward Associates.

IV. A. (continued)

1. Meeting for Nurse faculty with Michael Ward Associates (approximately 18 people)
   Monday, January 12, 1981 - Bartlett Roof

   All nurse faculty are invited to participate in this and subsequent meetings planned with Michael Ward Assoicates.

   The Hospital will not pay the cost of out placement services for faculty who accepted appointments on a limited placement basis after the phase out date of the program was announced.

B. Meetings with Non-nursing faculty and staff (open to interested nursing faculty)
   Tuesday, January 13, 1981 1:30 PM - 3:30 PM
   Bartlett Roof
   or
   Thursday, January 15, 1981 8:30 AM - 10:30 AM
   Bartlett Roof

C. Meeting of Personnel Department Representatives and all faculty and staff.
   Monday, December 15, 1980 3 - 4 PM
   Xmas refreshments will be served
   Bartlett Roof

Dates and room reservations were confirmed prior to circulation of these minutes.
Coordinators will notify their staff members.

Future Meetings

There will be no Executive Committee meeting on December 8, 1980, due to lack of agenda.

Respectfully submitted,

Audrey R. Brady
Secretary, Pro Tem

ARB:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: March 9, 1981

Time: 10:30 a.m. - 11:45 a.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: N. Petzold, presiding; A. Brady, F. Gibbons, D. Mahoney, H. Sherwin

Absent: J. O'Donnell

Agenda:

I. Minutes

A. Minutes of December 3, 1981 were accepted as circulated.

II. Announcements - None

III. Reports - None

IV. Old Business

A. Time plan for phasing out positions and space needs for the diploma program.

I. A time plan for phasing out faculty and staff posiitons, with tentative termination dates, was distributed and discussed.
A. Revisions were made in the termination dates of some faculty and staff positions.
B. Termination dates for some Residence Assistants' positions remain indefinite due to the uncertainty of the continued use of 20 Charles Street.

II. Miss Petzold will write to J. Haynes and K. Bander about the time plan for turning over to the M.G.H. Institute classrooms, conference rooms and office space.

III. Miss Petzold will inform J. Haynes and K. Bander of the ongoing duties and responsibilities of the Media Consultant in the procurement and maintenance of appropriate software and hardware for all of the I.R.C. users.

B. The Alumnae Dinner and the School's Reception for the hospital community were discussed briefly.

V. New Business - None

VI. Future Agenda - Date of next meeting to be determined.

Respectfully submitted

Frances Gibbons
Secretary, Pro-Tem

FG:avp

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

Minutes of the Administrative Meeting

Date: March 5, 1973

Time: 10:30 a.m. - 11:45 a.m.

Place: Ruth Sleeper Hall, First Floor Conference Room

Present: M. Petrosh, presiding; M. Brady, I. Gibbons, E. Mahoney, M. Shevlin

Absent: J. O'Donnell

Agenda:

I. Minutes

A. Minutes of December 3, 1981 were accepted as circulated.

II. Correspondence - None

III. Reports - None

IV. Old Business

A. Time plan for phasing out positions and space needs for the diploma program.

I. A time plan for phasing out faculty and total positions, with tentative termination dates, was distributed and discussed.

A. Revisions were made in the termination dates of those faculty and staff positions.

B. Termination date for some residence Assistant positions remain indefinite due to the uncertainty of the continued use of 20 Charles Street.

II. Miss Petrosh will write to J. Wynne and K. Bander about the time plan for phasing out to the M.G.H. Institute classrooms, conference rooms and office space.

III. Miss Petrosh will inform J. Wynne and K. Bander of the ongoing duties and responsibilities of the Media Consultant in the procurement and maintenance of appropriate software and hardware for all of the I.S.C. users.

B. The Alumnae Dinner and the School's Reception for the Hospital community were discussed briefly.

V. New Business - None

VI. Future Agenda - Date of next meeting to be determined.

Respectfully submitted

Frances Gibbons
Secretary, Pro-Tem

FG:mvp

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